

APPLICATION FOR FEDERAL ASSISTANCE

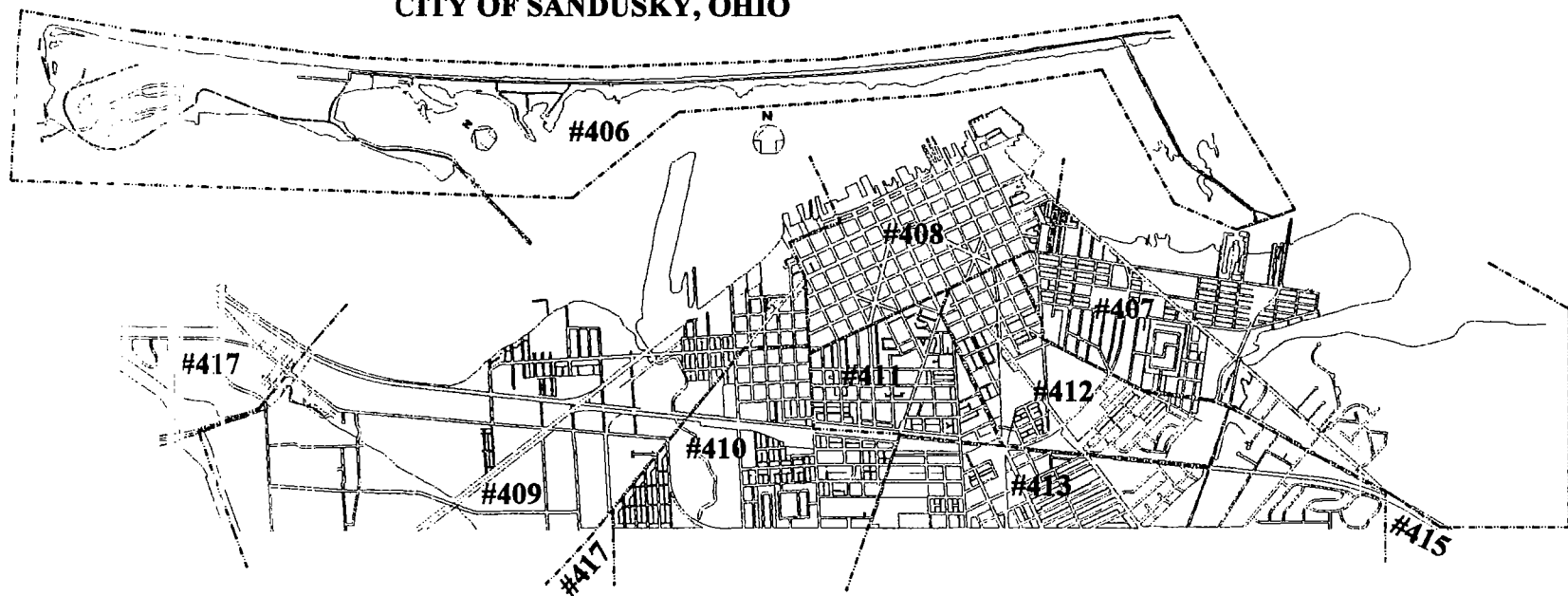
1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED August 2, 2005	Applicant Identifier	
Pre-application		3. DATE RECEIVED BY STATE	State Application Identifier	
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION				
Legal Name: City of Sandusky		Organizational Unit: Municipality		
Organizational DUNS 076919786		Department: Community Development		
Address: 222		Division: Planning		
Street: Maigs Street		Name and telephone number of person to be contacted on matters involving this application (give area code) 419-627-5973		
City: Sandusky		Prefix: Mrs.		First Name: Angela
County: Erie		Middle Name: Jeanne		
State: Ohio		Last Name: Byington		
Zip Code: 44870		Suffix: AICP		
Country: United States		Email: abyington@ci.sandusky.oh.us		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 34-6401311		Phone Number (give area code) 419-627-5973		Fax Number (give area code) 419-627-5945
7. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision IF Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) C		
Other (specify):		Other (specify):		
8. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 65.818		9. NAME OF FEDERAL AGENCY: US EPA		
TITLE (Name of Program):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Hazardous Waste Assessment and Petroleum Assessment - Citywide		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc): City of Sandusky		14. CONGRESSIONAL DISTRICTS OF:		
13. PROPOSED PROJECT Start Date: September 1, 2005 Ending Date: September 1, 2007		a. Applicant 9th b. Project 9th		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? no		
a. Federal	\$400,000.00	a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	DATE:		
c. State	\$	b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. X No		
g. TOTAL	\$400,000.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. Authorized Representative				
Prefix Mr.	First Name Michael	Middle Name J		
Last Name Will		Suffix		
b. Title City Manager		c. Telephone Number (give area code) 419-627-5844		
d. Signature of Authorized Representative <i>Michael Will</i>		e. Date Signed 8-2-05		

EPA Region 5 Records Ctr.



364623

CITY OF SANDUSKY, OHIO



2000 CENSUS TRACT MAP

BUDGET INFORMATION - Non-Construction Programs**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
Brownfield Assessment	56.813	\$	\$	\$400,000	\$	\$ 0.00
						0.00
						0.00
						0.00
Totals		\$ 0.00	\$ 0.00	\$400,000	\$ 0.00	\$400,000

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Hazardous Waste	(2) Petroleum	(3)	(4)	
a. Personnel					0.00
b. Fringe Benefits					0.00
c. Travel	\$2,000	\$2,000			\$4,000
d. Equipment	\$1,500	\$1,500			\$3,000
e. Supplies	\$2,100	\$2,100			\$4,200
f. Contractual	\$194,400	\$194,400			\$388,800
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	\$200,000	\$200,000	0.00	0.00	\$400,000
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$200,000	\$200,000	\$ 0.00	\$ 0.00	\$400,000

Program Income	\$	\$	\$	\$	\$ 0.00
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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
				\$ 0.00
				\$ 0.00
0.				\$ 0.00
1.				\$ 0.00
2. Total (SUM OF LINES 8-11)				\$ 0.00

SECTION D - FORECASTED CASH NEEDS

3. Federal	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000
4. Non-Federal	0.00				
5. TOTAL (sum of lines 3 and 4)	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
5. Environmental Assessments	(first year above)	\$200,000	\$	\$
7.				
8.				
9.				
0. TOTAL (sum of lines 15-19)	\$ 0.00	\$200,000	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

1. Direct Charges:	22. Indirect Charges:
3. Remarks:	

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

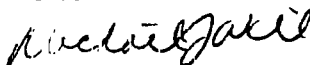
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the | <ol style="list-style-type: none"> basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
|--|---|

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager	
APPLICANT ORGANIZATION City of Sandusky	DATE SUBMITTED 7-29-05	

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying, @ in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Michael J. Will, City Manager

Typed Name & Title of Authorized Representative

Michael J. Will
Signature of Authorized Representative

7-28-05

Date



Washington, DC 20460
Preaward Compliance Review Report for
All Applicants Requesting Federal Financial Assistance

FORM Approved
OMB No. 2030-0020
Expires 12-31-05

Note: Read instructions before completing form.

I. A. Applicant (Name, City, State) City of Sandusky Ohio		B. Recipient (Name, City, State) City of Sandusky Ohio	C. EPA Project No.
II. Brief description of proposed project, program or activity. Environmental Assessment of Hazardous Substances and Petroleum			
III. Are any civil rights lawsuits or complaints pending against applicant and/or recipient? If yes, list those complaints and the disposition of each complaint.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IV. Have any civil rights compliance reviews of the applicant and/or recipient been conducted by any Federal agency during the two years prior to this application for activities which would receive EPA assistance? If yes, list those compliance reviews and status of each review.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. Is any other Federal financial assistance being applied for or is any other Federal financial assistance being applied to any portion of this project, program or activity? If yes, list the other Federal Agency(s), describe the associated work and the dollar amount of assistance.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
VI. If entire community under the applicant's jurisdiction is not served under the existing facilities/services, or will not be served under the proposed plan, give reasons why. Entire community will be served.			
VII. Population Characteristics		Number of People	
1. A. Population of Entire Service Area		27,844	
B. Minority Population of Entire Service Area		7,176	
2. A. Population Currently Being Served		27,844	
B. Minority Population Currently Being Served		7,176	
3. A. Population to be Served by Project, Program or Activity		27,844	
B. Minority Population to be Served by Project, Program or Activity		7,176	
4. A. Population to Remain Without Service		0	
B. Minority Population to Remain Without Service		0	
VIII. Will all new facilities or alterations to existing facilities financed by these funds be designed and constructed to be readily accessible to and usable by handicapped persons? If no, explain how a regulatory exception (40 CFR 7.70) applies.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IX. Give the schedule for future projects, programs or activities (or of future plans), by which services will be provided to all beneficiaries within applicant's jurisdiction. If there is no schedule, explain why. No schedule, program will be Citywide and schedule is not determined.			
X. I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.			
A. Signature of Authorized Official <i>Michael J. Well</i>	B. Title of Authorized Official City Manager	C. Date 7-28-05	
For the U.S. Environmental Protection Agency			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Authorized EPA Official	Date	



City of Sandusky, Ohio

**US Environmental Protection Agency Work Plan
For Brownfields Assessment Grants**

**Sandusky Brownfields Assessment Program
(Hazardous Substances)**

City of Sandusky
222 Meigs Street
Sandusky, Ohio

Project Contact:

Ms. Angela Byington
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870
Email: abyington@ci.sandusky.oh.us
(419) 627-5973 telephone
(419) 627-5945 fax

Alternate Project Contact:

Mr. Gary Packan
Assistant City Manager
222 Meigs Street
Sandusky, Ohio 44870
Email: gpackan@ci.sandusky.oh
(419) 627-5714 telephone
(419) 627-5945 fax

Project Period:

September 2005 – September 2007

I. Introduction and Project Overview

The City of Sandusky was awarded \$200,000 for Hazardous Waste Assessment and \$200,000 for Petroleum Assessment. This Work Plan is associated with the Hazardous Waste Assessment although both of the plans are very similar. Sandusky, Ohio is located in northern Ohio on the edge of Lake Erie between Cleveland and Toledo and serves as the seat of government for Erie County. The second largest land use category in Sandusky is vacant brownfields and undeveloped land. Industrial uses also account for 6% of the City (317 acres). There are currently 55 acres of vacant industrial buildings, defined as brownfields, in the City. Potential contamination of these properties is tying up potentially productive land and prolonging blight and disinvestment in the City's downtown and neighborhoods. Sandusky must assess and remediate these properties in order to create market-ready sites for businesses that grow the local economy or mixed-use development that revitalizes neighborhoods.

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City of Sandusky will use \$200,000 for the assessment of hazardous substances to proactively investigate these brownfields, throughout the older portions of the community. The City has already identified several potential candidate sites, will complete a GIS inventory of all brownfields sites and prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants.

II. Management and Coordination

Management Structure

The City of Sandusky is able to manage grants and oversee assessment work with internal staff experienced in brownfields activities. The City's Chief Planner and Assistant City Manager will manage the administration and implementation of the grants with support from the City's Planning, Community Development, Finance, Engineering and Law Departments and Office of the City Manager. This team has helped to oversee other brownfields projects in the City as indicated in the table on the following page and is experienced in all aspects of brownfields redevelopment, from environmental assessment through remediation and redevelopment. The project management structure for implementation of the grant is as follows:

- **Angela Byington, Chief Planner**, will manage the grant. Ms. Byington is certified by the American Institute of Certified Planners and holds a Master's of City and Regional Planning from Cleveland State University. She has over five years experience with the City of Sandusky as Chief Planner, overseeing planning and zoning issues as well as

environmental and historical compliance. Ms. Byington is very knowledgeable about brownfields issues, participates in the City's Brownfields Committee and has helped to oversee and implement a \$3,000,000 Clean Ohio Revitalization Fund grant for remediation and redevelopment of a brownfield redevelopment project along the City's Bayfront and a \$116,000 Clean Ohio Assistance Fund grant for completing a Phase II environmental assessment at an aggregate facility.

- **Mr. Gary Packan, Assistant City Manager**, will provide planning assistance with administration of the grant. Mr. Packan is heavily involved in economic development efforts on the city's behalf and also oversees the Divisions of Recreation, Horticultural Services and Fleet Maintenance. He has helped to manage and implement the City's \$3,000,000 Clean Ohio Revitalization Fund grant for the City's bayfront redevelopment. This project includes the remediation and redevelopment of the City's Bayfront Redevelopment Area. Mr. Packan has a background in redevelopment and economic development.

The City of Sandusky is experienced in the management of Federal and State grants, as indicated in the table below.

Sandusky's Successful Grants – Demonstrated Ability to Leverage Additional Funds				
<u>Year</u>	<u>Project</u>	<u>Grant Source</u>	<u>Use</u>	<u>Amount</u>
2000	Keller and Tricor Bayfront Properties	Clean Ohio Assistance Funds	Phase II Environmental Site Assessment	\$155,000
2004	Geo Gradel	Clean Ohio Assistance Funds	Phase II Environmental Assessment	\$116,000
2003	Chesapeake, Keller and Tricor Bayfront Properties	Clean Ohio Revitalization Funds	Acquisition, Demolition and Remediation	\$3,000,000
2001	Downtown Area Grant	State of Ohio Downtown Grant	Downtown Infrastructure and Streetscape Improvements	\$400,000
2004	Community Housing Investment Program	HUD- CHIP	Housing Improvements	\$550,000
2004	Distress Grant	HUD	Housing Improvements	\$50,000
2004	Coastal Zone Management Grant	Ohio Department of Natural Resources	Coastal Zone Plan	\$30,000
2000	T-21	Ohio Department of Transportation - Enhancement Funds	Infrastructure Improvements	\$82,000

Advisory Groups Supporting Grant Implementation

The City's Bayfront Urban Revitalization Plan (BURP) Committee, and Brownfields Committee (BCC), which consists of public and private community leaders, will support the City's efforts and act as an advisory group to the City Commission about waterfront redevelopment and specifically to recommend a partner in developing sites. These groups meet on a regular basis and will act as an advisory committee to the grant.

Organizations that committed letters of support will be invited to all public meetings in support of the project, including:

- Erie Regional Planning Commission, Erie MetroParks
- Erie Metropolitan Housing Authority
- Marcy Kaptur, Member of Congress
- Sandusky Brownfield Committee
- Erie County Chamber of Commerce
- The Sandusky/Erie County Community Foundation
- Sandusky Library
- Sandusky City Schools
- Erie County Health Department
- Greater Erie County Marketing Group
- Erie County Prosecutor
- Firelands Regional Medical Center
- Sandusky Waterfront Watchdogs
- Erie County Commissioners

III. Work Schedule

TASK 1: Engage an Environmental Consultant for Grant Deliverables (Quality Assurance Program Plan (QAPP), Health and Safety Plan, Phase I and Phase II Environmental Assessments, and Remedial Action Plans) of select properties.

The City has systems in place to hire required expertise necessary to implement US EPA funding, and they have available economic development funds to support the acquisition of this expertise. The City will issue and advertise a Request for Qualifications (RFQ) from environmental consultants, evaluate the RFQs received, and select two (2) environmental consultants to perform the work for both the petroleum and hazardous substance assessment grants. *It is proposed that one of the selected consultants will act as the primary consultant.* The City will contract directly with the environmental consultants. The two consultants will adhere to the same QAPP.

All work will be completed under the direction of an Ohio Voluntary Action Program (VAP) Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program. All sites selected by the City for assessment under the grant program will be submitted to BUSTR for review and approval before proceeding with the assessment work. As part of this process, an environmental attorney will be selected to prepare site access agreements, review potential liabilities, and other required legal services pursuant to the grant.

Environmental Consultant Selection Process:

Activities	Deliverables	Responsibility	To Be Completed By*
Prepare draft Request for Qualifications (RFQ)	Submit draft RFQ for USEPA review	City	15 Days
Revise draft RFQ in accordance with USEPA comments	Provide USEPA with copy of final RFQ for approval	City	15 Days
Advertise RFQ	Provide USEPA with copy of published RFQ	City	30 Days
Review and evaluate RFQs	None	City	45 Days
Select Consultant	Notify USEPA about selection	City	15 days
Contract with Consultant	None	City	30 Days

***Note:** Schedule durations included in this column begin with the first activity listed starting upon USEPA authorization to proceed with work under the Assessment Grant program. Subsequent activities begin upon completion of the previous activity listed.

TASK 2: Inventory and Prioritize Sites

The City and its consultant will inventory sites in a GIS web-based inventory. The inventory will serve as an economic redevelopment tool, listing ownership, acreage, and status of environmental assessment. Sites will be prioritized in this inventory based on three criteria. The first criteria is the sites' location and synergy with previous planning efforts by the City which promote economic development, including the City's Bayfront Urban Redevelopment Plan, which targeted 38 acres in the City's Waterfront area, the City's Consolidated Plan, Port Development Plan, and the City's Strategic Plan. The City will use its Brownfield Committee established by these plans as an advisory board to assist in the selection of sites consistent with the plan. The second criterion is the owner's willingness to participate in the program and the third criteria is the potential fit with redevelopment needs for the City. Site selection criteria were developed earlier in the year to develop a preliminary inventory of possible sites and help to prioritize assessment efforts. Criteria that members may use for selection include: 1) sites that qualify for funding; 2) degree and type of contamination; 3) ease of obtaining site control and possible ownership; 4) sites that preserve, secure and enhance existing businesses (don't force relocation); and 5) public support.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Meet with Brownfields Redevelopment Advisory Committee Prioritize Sites	List of criteria, map and list of prioritized sites	City/Consultant	30 days
Finalize Inventory of Brownfields Sites	GIS Inventory/ Database of sites	City/Consultant	45 days
Selection of sites and strategy for implementation	None	City	Ongoing; provided with quarterly reports (see Task 7)

TASK 3: Prepare Quality Assurance Program Plan (QAPP), Health & Safety Plan and Phase I Environmental Assessments

The City of Sandusky will work with its consultants to prepare one Quality Assurance Program Plan (QAPP) for both petroleum and hazardous grants and Health and Safety Plans required. Both consultants selected will follow the same QAPP. It is estimated that, based on the prioritization of sites, the Consultant will conduct 4 to 5 Phase I Environmental Assessments on selected properties. These assessments, depending on the site of the property, may range from \$3,000 to \$10,000 each. These assessments may include necessary activities including, but not limited to: title searches, property appraisals, detailed surveys, and increased code enforcement activities. If necessary, the grant will be conducted under the standards of the Ohio EPA's Voluntary Action Program (VAP) using State of Ohio Certified Environmental Professionals. VAP standards exceed ASTM 2001 standards and are a requirement for future grant requests through the State of Ohio's Clean Ohio program. The designated environmental firms will be knowledgeable and proficient in conducting Hazardous Substances Assessments.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Hold pre-QAPP meeting between lead consultant and US EPA	Meeting Minutes	City/Consultant	Within two weeks of bid award
Submit Draft QAPP	Draft QAPP forwarded to US EPA	Consultant	30 days from Pre-QAPP meeting
Submit Final QAPP	Final QAPP forwarded to US EPA	Consultant	15 days after comments received from EPA
Prepare Draft Health & Safety Plan	Forward Draft Health & Safety Plan to US EPA for review	Consultant	In conjunction with draft QAPP
Finalize Health & Safety Plan	Forward Final Health & Safety Plan to US EPA	Consultant	To be completed after US EPA review
Send EPA Project Manager information about Properties as they are selected for Property Specific Eligibility Determination.	Completed Property Specific Eligibility Determination Questionnaire for each individual property targeted for Phase I or II work	Consultant	Ongoing
Contact environmental consultant to conduct Phase I environmental assessment	Consultant begins Phase I environmental site assessments	City/Consultant	30 days after EPA approval

Conduct Phase I Assessments	Completed Phase I Assessments	Consultant	Ongoing
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Task 4: Conduct Sampling Plans and Phase II Environmental Site Assessments

Sandusky will conduct 1 to 2 Site Sampling and Analysis Plans and Ohio Voluntary Action Program and or ASTM compliant Phase II Environmental Assessments, which will range from \$30,000 to \$200,000 each. Phase II site assessments may include magnetometer surveys, trenching to confirm anomalies, and soil and groundwater sampling. The City understands that securing additional funding for assessments is necessary based on the amount of properties desired to be assessed and the limited budget. The City will seek additional funding for environmental assessments from the Clean Ohio Assistance Fund to supplement the Phase II task.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Select sites	Target Sites (Need a Phase I, a Sampling Plan before conducting Phase II, and eligibility determination before Phase II)	City/Consultant	Ongoing
Prepare Field Sampling Plan	Submit to US EPA for approval at each site	Consultant	Ongoing
Draft Health & Safety Plan	Health & Safety Plan is created and attach to sampling plan	Consultant	Ongoing
Conduct Phase II field work		Consultant	Ongoing
Prepare Phase II Report	Phase II Report finalized	Consultant	Ongoing
Phase II Completed	Submit copy of completed Phase II to US	City	Ongoing

	EPA with quarterly reports		
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Task 5: Remedial Planning and Design

The City of Sandusky and its consultant will conduct remedial planning and design, including authoring scopes of work for additional Phase II environmental assessments, remedial action program plans and risk assessments for cleanup of properties identified and submit them to Ohio EPA for approval. These plans will be used to help procure additional funding for cleanup and remediation costs that may be needed. The RAPPs will be included in grant applications to the Clean Ohio Revitalization Fund, which provides up to \$3,000,000 per project for demolition and cleanup when a development partner commits to the end use of the property. The City will complete 1 to 2 remedial action plans.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Conduct remedial planning for sites with completed Phase II assessments	Submit remedial plan to US EPA for approval	Consultant	Ongoing
Apply for Clean Ohio Revitalization Fund or Clean Ohio Assistance Fund Grant Funds	Remedial planning documents	City/Consultant	Ongoing

Task 6: Community Outreach

The City intends to conduct public meetings at the end of major milestones in the project, including: 1) a kick-off meeting for the inception of the project; 2) the completion of Phase I activities; 3) the completion of Phase II activities; 4) during reuse planning and the development of Remedial Action Plans to be used in Clean Ohio Assistance Fund or Clean Ohio Revitalization Fund activities. Brochures and fact sheets will also be developed and distributed to the community in with utility bills. A segment of the City's website will also be developed to provide an overview of the City's brownfield program and post updates when

quarterly reports are filed with US EPA on the success of the project. City staff, with assistance from the Consultant, will conduct this work

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Kick-Off Public meeting to discuss grant	Determine date and copy of presentation	City/Consultant	30 days from selection of consultant
Determine communication needs on a site-by-site basis	Determined on a site-by-site basis	City	Ongoing
Pre Phase II activity	Inform community of planned activity. Provide meeting minutes, published ad, meeting agenda, etc. to the US EPA	City/Consultant	Ongoing
Post Phase II activity	Inform community of results of Phase II study if necessary. Communicate results through meetings, mailings, internet, etc. Provide documentation to US EPA	City/Consultant	Ongoing

Task 7: Quarterly Reporting and Annual Financial Reporting to US EPA

The Environmental Consultant will submit four (4) quarterly reports per the Federal fiscal year to the assigned EPA Project Officer. Quarterly Reports are due thirty (30) days after the end of the quarter. The Quarterly Report will include: a cover letter, a title information page, activities for the quarter, updates of site prioritization (if applicable), a schedule summary, and a budget summary. The Environmental Consultant will submit the Annual Financial Report to

the Project Officer and Project Manager. The Quarterly Report preparation is an in-kind cost being provided by the City of Sandusky. City staff will require training to complete the necessary reporting steps.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Attend EPA brownfields workshop, ICMA Brownfields 2005 Conference	None	City	July 20-21, November 2-4
Prepare Quarterly Reports	Quarterly Report received by US EPA Project Officer and completed 9130.13 form.	City	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30
Annual Financial Report	One year from Cooperative Agreement start date	City	Annually

IV. Budget

The bulk of the grant dollars will be spent on Phase I and II assessments to address hazardous substances and to complete remedial planning and design. This may include legal services to prepare site access agreements, review potential liabilities, and other required legal services pursuant to the grant.

Budget Detail

Hazardous Substance Assessment Budget

Task 1: Engage an Environmental Consultant for Grant Deliverables (Quality Assurance Program Plan (QAPP), Health and Safety Plan, Phase I and Phase II Environmental Assessments, and Remedial Action Plans) of selected properties.

Task 2: Inventory and Prioritize Sites

Task 3: Prepare Quality Assurance Program Plan (QAPP), Health and Safety Plan, and Phase I Environmental Assessments

Task 4: Conduct Sampling Plans and Phase II Environmental Site Assessments

Task 5: Remedial Planning and Design

Task 6: Community Outreach

Task 7: Quarterly Reporting and Annual Financial Reporting to US EPA

<u>Budget Categories</u>	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>	<u>Task 4</u>	<u>Task 5</u>	<u>Task 6</u>	<u>Task 7</u>
Personnel							
Travel							\$2,000
Equipment						\$1,500	
Supplies	\$100					\$2,000	
Contractual		\$5,000	\$44,900	\$92,000	\$40,000	\$10,000	\$2,500
Other							
	(advertising)						
Total	\$100	\$5,000	\$44,900	\$92,000	\$40,000	\$13,500	\$4,500

\$200,000

V. ENVIRONMENTAL RESULTS

ated Objective/Link to EPA Strategic Plan	Grant Funding	Work Plan Activities & Timeframe for Accomplishmen t (Commitments)	Results of Activities (outputs)	Projected Environmental Improvement (outcome)	Established Baseline for Measurement
Assessment Grant Section 04(k) Goal 4 Healthy communities & ecosystems Subobjective 2.3 Assess and Cleanup brownfields	\$200,000 Hazardous Substance	Within grant period, Sandusky will create a GIS inventory of brownfields, assess 4-5 properties with suspected contamination and prepare a Remedial Action Plan for 1-2 properties by the end of the grant period Sept. 2007.	4-5 Phase I Assessment Reports; 1-3 Phase II Assessment Reports, 1-2 Remedial Action Plan Report; 4-5 Property Profile Forms (updated periodically); QAPP, HSP, Site Specific sampling plan(s) 1 to 2 community involvement meetings	4-5 properties assessed and 1 remedial action plan developed 30 acres assessed 15 jobs created \$1,000,000 cleanup/redevel opment funds leveraged	4-5 assessments completed, 30 acres assessed, 15 jobs created, \$1,000,000 in cleanup/redevel opment funds leveraged Inform public on brownfield issues



City of Sandusky, Ohio

**US Environmental Protection Agency Work Plan
For Brownfields Assessment Grants**

**Sandusky Brownfields Assessment Program
(Petroleum Substances)**

City of Sandusky
222 Meigs Street
Sandusky, Ohio

Project Contact:

Ms. Angela Byington
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870
Email: abyington@ci.sandusky.oh.us
(419) 627-5973 telephone
(419) 627-5945 fax

Alternate Project Contact:

Mr. Gary Packan
Assistant City Manager
222 Meigs Street
Sandusky, Ohio 44870
Email: gpackan@ci.sandusky.oh
(419) 627-5714 telephone
(419) 627-5945 fax

Project Period:

September 2005 – September 2007

I. Introduction and Project Overview

Sandusky was awarded \$200,000 for Petroleum Assessment and \$200,000 for Hazardous Waste Assessment. This Work Plan is in regard to the Petroleum Assessment, although both Work Plans are very similar. Sandusky, Ohio is located in northern Ohio on the edge of Lake Erie between Cleveland and Toledo and serves as the seat of government for Erie County. The second largest land use category in Sandusky is vacant brownfields and undeveloped land. Industrial uses also account for 6% of the City (317 acres). There are currently 55 acres of vacant industrial buildings, defined as brownfields, in the City. Potential contamination of these properties is tying up potentially productive land and prolonging blight and disinvestment in the City's downtown and neighborhoods. Sandusky must assess and remediate these properties in order to create market-ready sites for businesses that grow the local economy or mixed-use development that revitalizes neighborhoods.

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City of Sandusky will use both its grants --\$200,000 for the assessment of hazardous substances and \$200,000 for the assessment of petroleum substances-- to proactively investigate these brownfields, including petroleum-contaminated and hazardous substance-contaminated properties, throughout the older portions of the community. The City has already identified several potential candidate sites, will complete a GIS inventory of all brownfields sites and prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants.

II. Management and Coordination

Management Structure

The City of Sandusky is able to manage grants and oversee assessment work with internal staff experienced in brownfields activities. The City's Chief Planner and Assistant City Manager will manage the administration and implementation of the grants with support from the City's Planning, Community Development, Finance, Engineering and Law Departments and Office of the City Manager. This team has helped to oversee other brownfields projects in the City as indicated in the table on the following page and is experienced in all aspects of brownfields redevelopment, from environmental assessment through remediation and redevelopment. The project management structure for implementation of the grant is as follows:

- **Angela Byington, Chief Planner**, will manage the grant. Ms. Byington is certified by the American Institute of Certified Planners and holds a Master's of

City and Regional Planning from Cleveland State University. She has over five years experience with the City of Sandusky as Chief Planner, overseeing planning and zoning matters and environmental and historical compliance. Ms. Byington is very knowledgeable about brownfields issues, participates in the City's Brownfields Committee and has helped to author, oversee and implement a \$3,000,000 Clean Ohio Revitalization Fund grant for remediation and redevelopment of a brownfield redevelopment project along the City's Bayfront and a \$116,000 Clean Ohio Assistance Fund grant for completing a Phase II environmental assessment at an aggregate facility.

- **Mr. Gary Packan, Assistant City Manager**, will provide planning assistance with administration of the grant. Mr. Packan is heavily involved in economic development efforts on the city's behalf and also oversees the Divisions of Recreation, Horticultural Services and Fleet Maintenance. He has helped to manage and implement the City's \$3,000,000 Clean Ohio Revitalization Fund grant for the City's bayfront redevelopment. This project includes the remediation and redevelopment of the City's Bayfront Redevelopment Area. Mr. Packan has a background in redevelopment and economic development.

The City of Sandusky is experienced in the management of Federal and State grants, as indicated in the table below.

Sandusky's Successful Grants – Demonstrated Ability to Leverage Additional Funds				
<u>Year</u>	<u>Project</u>	<u>Grant Source</u>	<u>Use</u>	<u>Amount</u>
2010	Keller and Tricor Bayfront Properties	Clean Ohio Assistance Funds	Phase II Environmental Site Assessment	\$155,000
2014	Geo Gradel	Clean Ohio Assistance Funds	Phase II Environmental Assessment	\$116,000
2013	Chesapeake, Keller and Tricor Bayfront Properties	Clean Ohio Revitalization Funds	Acquisition, Demolition and Remediation	\$3,000,000
2011	Downtown Area Grant	State of Ohio Downtown Grant	Downtown Infrastructure and Streetscape Improvements	\$400,000
2014	Community Housing Investment Program	HUD- CHIP	Housing Improvements	\$550,000
2014	Distress Grant	HUD	Housing Improvements	\$50,000
2014	Coastal Zone Management Grant	Ohio Department of Natural Resources	Coastal Zone Plan	\$30,000
2010	T-21	Ohio Department of Transportation - Enhancement Funds	Infrastructure Improvements	\$82,000

Advisory Groups Supporting Grant Implementation

The City's Bayfront Urban Revitalization Plan (BURP) Committee, and Brownfields Committee (BCC), which consists of public and private community leaders, will support the City's efforts and act as an advisory group to the City Commission about waterfront redevelopment and specifically to recommend partners in developing sites. These groups meet on a regular basis and will act as an advisory committee to the grant.

Organizations that committed letters of support will be invited to all public meetings in support of the project, including:

- Erie Regional Planning Commission, Erie MetroParks
- Erie Metropolitan Housing Authority
- Marcy Kaptur, Member of Congress
- Sandusky Brownfield Committee
- Erie County Chamber of Commerce
- The Sandusky/Erie County Community Foundation
- Sandusky Library
- Sandusky City Schools
- Erie County Health Department
- Greater Erie County Marketing Group
- Erie County Prosecutor
- Firelands Regional Medical Center
- Sandusky Waterfront Watchdogs
- Erie County Commissioners

III. Work Schedule

TASK 1: Engage an Environmental Consultant for Grant Deliverables (Quality Assurance Program Plan (QAPP), Health and Safety Plan, Phase I and Phase II Environmental Assessments, and Remedial Action Plans) of select properties.

The City has systems in place to hire required expertise necessary to implement US EPA funding, and they have available economic development funds to support the acquisition of this expertise. The City will issue and advertise a Request for Qualifications (RFQ) from environmental consultants, evaluate the RFQs received, and select two (2) environmental consultants to perform the work for both the petroleum assessment and hazardous substance assessment grants. It is proposed that there will be a primary and secondary consultant. The City will contract directly with the environmental consultants. Both consultants will adhere to the same QAPP.

All work will be completed under the direction of an Ohio Voluntary Action Program (VAP) Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program. The assessment of sites with underground storage tanks present will be conducted using the American Society of Testing and Materials (ASTM) industry accepted protocols and will comply with the regulatory standards of the State of

Ohio Department of Commerce, Division of the State Fire Marshall, Bureau of Underground Storage Tank Regulation (BUSTR). All sites selected by the City for assessment under the grant program will be submitted to BUSTR for review and approval before proceeding with the assessment work. As part of this process, an environmental attorney will be selected to prepare site access agreements, review potential liabilities, and other required legal services pursuant to the grant.

Environmental Consultant Selection Process:

Activities	Deliverables	Responsibility	To Be Completed By*
Prepare draft Request for Qualifications (RFQ)	Submit draft RFQ for USEPA review	City	15 Days
Revise draft RFQ in accordance with USEPA comments	Provide USEPA with copy of final RFQ for approval	City	15 Days
Advertise RFQ	Provide USEPA with copy of published RFQ	City	30 Days
Review and evaluate RFQs	None	City	45 Days
Select Consultant	Notify USEPA about selection	City	15 days
Contract with Consultant	None	City	30 Days

***Note:** Schedule durations included in this column begin with the first activity listed starting upon USEPA authorization to proceed with work under the Assessment Grant program. Subsequent activities begin upon completion of the previous activity listed.

TASK 2: Inventory and Prioritize Sites

The City and its consultant will inventory sites in a GIS web-based inventory. The inventory will serve as an economic redevelopment tool, listing ownership, acreage, and status of environmental assessment. Sites will be prioritized in this inventory based on three criteria. The first criteria is the sites' location and synergy with previous planning efforts by the City which promote economic development, including the City's Bayfront Urban Redevelopment Plan, which targeted 38 acres in the City's Waterfront area, the City's Consolidated Plan, Port Development Plan, and the City's Strategic Plan. The City will use its Brownfield Committee established by these plans as an advisory board to assist in the selection of sites consistent with the plan. The second criterion is the

owner's willingness to participate in the program and the third criteria is the potential fit with redevelopment needs for the City. Site selection criteria were developed earlier in the year to develop a preliminary inventory of possible sites and help to prioritize assessment efforts. Criteria that members may use for selection include: 1) sites that qualify for funding; 2) degree and type of contamination; 3) ease of obtaining site control and possible ownership; 4) sites that preserve, secure and enhance existing businesses (don't force relocation); and 5) public support.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Meet with Brownfields Redevelopment Advisory Committee Prioritize Sites	List of criteria, map and list of prioritized sites	City/Consultant	30 days
Finalize Inventory of Brownfields Sites	GIS Inventory/ Database of sites	City/Consultant	45 days
Selection of sites and strategy for implementation	None	City	Ongoing; provided with quarterly reports (see Task 7)

TASK 3: Prepare Quality Assurance Program Plan (QAPP), Health & Safety Plan, and Phase I Environmental Assessments

The City of Sandusky will work with its consultant to prepare one Quality Assurance Program Plan (QAPP) for both petroleum and hazardous grants and Health and Safety Plans required. Both consultants selected will follow the same QAPP. It is estimated that, based on the prioritization of sites, the Consultant will conduct 4 to 5 Phase I Environmental Assessments on selected properties. These assessments, depending on the site of the property, may range from \$3,000 to \$10,000 each. These assessments may include necessary activities including, but not limited to: title searches, property appraisals, detailed surveys, and increased code enforcement activities. If necessary, all grants will be conducted under the standards of the Ohio EPA's Voluntary Action Program (VAP) using State of Ohio Certified Environmental Professionals. VAP standards exceed ASTM 2001 standards and are a requirement for future grant requests through the State of Ohio's Clean Ohio program. All Petroleum Environmental

Assessments involving underground storage tanks will be conducted using American Society of Testing and Materials (ASTM) industry accepted protocol, meet the ASTM 2001 standard, and adhere to the regulatory standards of the State of Ohio's Department of Commerce, Division of State Fire Marshall, and Bureau of Underground Storage Tank Regulation (BUSTR). The designated environmental firms will be knowledgeable and proficient in conducting either Petroleum Assessments.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Hold pre-QAPP meeting between lead consultant and US EPA	Meeting minutes	City/Consultant	Within two weeks of bid award
Submit Draft QAPP	Draft QAPP forwarded to US EPA	Consultant	30 days from Pre-QAPP meeting
Submit Final QAPP	Final QAPP forwarded to US EPA	Consultant	15 days after comments received from EPA
Prepare Draft Health & Safety Plan	Forward Draft Health & Safety Plan to US EPA for review	Consultant	In conjunction with draft QAPP
Finalize Site-Specific Health & Safety Plan	Forward Final Health & Safety Plan to US EPA	Consultant	To be completed after US EPA review
Send EPA Project Manager and/or BUSTR Manager Information about Properties as they are selected for Property Specific Eligibility Determination.	Completed Property Specific Eligibility Determination Questionnaire for each individual property targeted for Phase I or II work	Consultant	Ongoing

Contact environmental consultant to conduct Phase I environmental assessment	Consultant begins Phase I environmental site assessments	City/Consultant	30 days after EPA/BUSTR approval
Conduct Phase I Assessments	Completed Phase I Assessments	Consultant	Ongoing

Task 4: Conduct Sampling Plans and Phase II Environmental Site Assessments

Sandusky will conduct 1 to 3 Site Sampling and Analysis Plans and Ohio Voluntary Action Program and or ASTM compliant Phase II Environmental Assessments, which will range from \$30,000 to \$200,000 each. Phase II site assessments may include magnetometer surveys, trenching to confirm anomalies, and soil and groundwater sampling. Phase II Assessments may also include physical tank removal and other physical work as required in such an assessment. The City understands that securing additional funding for assessments is necessary based on the amount of properties desired to be assessed and the limited budget. The City will seek additional funding for environmental assessments from the Clean Ohio Assistance to supplement the Phase II task.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Select sites	Target Sites (Need a Phase I, a Sampling Plan before conducting Phase II, and eligibility determination before Phase II)	City/Consultant	Ongoing
Prepare Field Sampling Plan	Submit to US EPA for approval at each site	Consultant	Ongoing

Draft Health & Safety Plan	Health & Safety Plan is created and attach to sampling plan	Consultant	Ongoing
Conduct Phase II field work		Consultant	Ongoing
Prepare Phase II Report	Phase II Report finalized	Consultant	Ongoing
Phase II Completed	Submit copy of completed Phase II to US EPA with quarterly reports	City	Ongoing

Task 5: Remedial Planning and Design

The City of Sandusky and its consultant will conduct remedial planning and design, including authoring scopes of work for additional Phase II environmental assessments, remedial action program plans and risk assessments for cleanup of properties identified and submit them to Ohio EPA for approval. These plans will be used to help procure additional funding for cleanup and remediation costs that may be needed. The RAPPs will be included in grant applications to the Clean Ohio Revitalization Fund, which provides up to \$3,000,000 per project for demolition and cleanup when a development partner commits to the end use of the property. The City will complete 1 to 2 remedial action plans.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Conduct remedial planning for sites with completed Phase II assessments	Submit remedial plan to US EPA for approval	Consultant	Ongoing
Apply for Clean Ohio Revitalization Fund or Clean Ohio Assistance Fund Grant Funds	Remedial planning documents	City/Consultant	Ongoing

Task 6: Community Outreach

The City intends to conduct public meetings at the end of major milestones in the project, including: 1) a kick-off meeting for the inception of the project; 2) the completion of Phase I activities; 3) the completion of Phase II activities; 4) during reuse planning and the development of Remedial Action Plans to be used in Clean Ohio Assistance Fund or Clean Ohio Revitalization Fund activities. Brochures and fact sheets will also be developed and distributed to the community in with utility bills. A segment of the City's website will also be developed to provide an overview of the City's brownfield program and post updates when quarterly reports are filed with US EPA on the success of the project. City staff, with assistance from the Consultant, will conduct this work

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Kick-Off Public Meeting to discuss grant	Determine date and copy of presentation	City/Consultant	30 days from selection of consultant
Determine communication needs on a site-by-site basis	Determined on a site-by-site basis	City	Ongoing
Pre Phase II activity	Inform community of planned activity. Provide meeting minutes, published ad, meeting agenda, etc. to the US EPA	City/Consultant	Ongoing

Post Phase II activity	Inform community of results of Phase II study if necessary. Communicate results through meetings, mailings, internet, etc. Provide documentation to US EPA	City/Consultant	Ongoing
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Task 7: Quarterly Reporting and Annual Financial Reporting to US EPA

The Environmental Consultant will submit four (4) quarterly reports per the Federal fiscal year to the assigned EPA Project Officer. Quarterly Reports are due thirty (30) days after the end of the quarter. The Quarterly Report will include: a cover letter, a title information page, activities for the quarter, updates of site prioritization (if applicable), a schedule summary, and a budget summary. The Environmental Consultant will submit the Annual Financial Report to the Project Officer and Project Manager. The Quarterly Report preparation is an in-kind cost being provided by the City of Sandusky. City staff will require training to complete the necessary reporting steps.

Timeline:

Activities	Deliverables	Responsibility	To Be Completed By
Attend EPA brownfields workshop, ICMA Brownfields 2005 Conference	None	City	July 20-21, November 2-4
Prepare Quarterly Reports	Quarterly Report received by US EPA Project Officer and completed 9130.13 form.	City	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, &

			October 30
Annual Financial Report	One year from Cooperative Agreement start date	City	Annually

IV. Budget

The bulk of the grant dollars will be spent on Phase I and II assessments to address petroleum substances and to complete remedial planning and design. This may include legal services to prepare site access agreements, review potential liabilities, and other required legal services pursuant to the grant.

Budget Detail

Petroleum Substances Assessment Budget

Task 1 Engage an Environmental Consultant for Grant Deliverables (Quality Assurance Program Plan (QAPP), Health and Safety Plan, Phase I and Phase II Environmental Assessments, and Remedial Action Plans) of selected properties.

Task 2 Inventory and Prioritize Sites

Task 3 Prepare Quality Assurance Program Plan (QAPP), Health and Safety Plan, and Phase I Environmental Assessments

Task 4 Conduct Sampling Plans and Phase II Environmental Site Assessments

Task 5 Remedial Planning and Design

Task 6 Community Outreach

Task 7 Quarterly Reporting and Annual Financial Reporting to US EPA

<u>Budget Categories</u>	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>	<u>Task 4</u>	<u>Task 5</u>	<u>Task 6</u>	<u>Task 7</u>
Personnel							
Travel							\$2,000
Equipment						\$1,500	
Supplies	\$100					\$2,000	
Contractual		\$5,000	\$44,900	\$92,000	\$40,000	\$10,000	\$2,500
Other							
	(advertising)						
Total	\$100	\$5,000	\$44,900	\$92,000	\$40,000	\$13,500	\$4,500

\$200,000

V. ENVIRONMENTAL RESULTS

Stated Objective/Link to EPA Strategic Plan	Grant Funding	Work Plan Activities & Timeframe for Accomplishment (Commitments)	Results of Activities (outputs)	Projected Environmental Improvement (outcome)	Established Baseline for Measurement
Assessment Grant Section 104(k) Goal 4 Healthy Communities & Ecosystems Subobjective 4.2.3 Assess and Cleanup Brownfields	\$200,000 Petroleum Substance	Within grant period, Sandusky will create a GIS inventory of brownfields, assess 4-5 properties with suspected contamination and prepare a Remedial Action Plan for 1-2 properties by the end of the grant period Sept. 2007.	4-5 Phase I Assessment Reports; 1-3 Phase II Assessment Reports, 1-2 Remedial Action Plan Report; 4-5 Property Profile Forms (updated periodically); QAPP, HSP, Site Specific sampling plan(s) 1 to 2 community involvement meetings	4-5 properties assessed and 1 remedial action plan developed 30 acres assessed 15 jobs created \$1,000,000 cleanup/redevelopment funds leveraged	4-5 assessments completed, 30 acres assessed, 15 jobs created, \$1,000,000 in cleanup/redevelopment funds leveraged Inform public on brownfield issues

Hazardous Waste Environmental Assessment Budget Details

Personnel	\$0	
Fringe Benefits	\$0	
Travel	\$2,000	
	<u>EPA Grant Admin</u>	
	<u>Training</u>	
	Mileage	\$50
	Meals	\$70
	Hotel	\$120
	Parking and Air	\$160
	<u>Denver National</u>	
	<u>Conference</u>	
	Air and Hotel (Angie	
	Byington)	\$900
	Food (4 days)	\$140
	Mileage to airport	
	118 miles at 40.5	
	cents a mile	\$48
	Parking Garage \$20/day	\$80
	<u>2006 National Conference</u>	\$432
Equipment	\$1,500	
	Digital Camera	\$400
	Safety Equipment	\$100
	Copier / Scanner	\$1,000
Supplies	\$2,100	
	Toner	\$100
	RFP copies/distribution paper	\$400
	Legal Notice Fees / Display Ads	\$500
	Public Notice Signage	\$300
	Project Board	\$300
	Marketing Brochures	\$200
	Filing Cabinets	\$300
Contractural	\$194,400	
	GIS web-based	
	inventory	\$5,000
	Phase I's (4-5)	\$39,900
	QAPP	\$5,000
	Conduct Sampling	
	Plans or complete	
	Phase II's (1-2)	\$92,000
	Quarterly Reporting	\$2,500
	Remedial Action	
	Planning to leverage	
	other grants	\$40,000
	Public Outreach	\$10,000
Construction	\$0	

Other
Indirect Charges
Total

\$0

\$200,000

Petroleum Environmental Assessment Budget Details

Personnel	\$0	
Fringe Benefits	\$0	
Travel	\$2,000	
	<u><i>Denver National</i></u>	
	<u><i>Conference</i></u>	
	<i>Air and Hotel (Gary</i>	
	<i>Packan)</i>	\$900
	<i>Food (4 days)</i>	\$140
	<i>Mileage to airport 118</i>	
	<i>miles at 40.5 cents a</i>	
	<i>mile</i>	\$48
	<i>Parking Garage \$20/day</i>	\$80
	<u><i>2006 National Conference</i></u>	\$832
Equipment	\$1,500	
	<i>Arc View Software</i>	\$1,500
Supplies	\$2,100	
	<i>postage</i>	\$500
	<i>display boards/signage</i>	1,250
	<i>easel</i>	\$100
	<i>newsletter printing paper</i>	\$250
Contractual	\$194,400	
	<i>GIS web-based</i>	
	<i>inventory</i>	\$5,000
	<i>Phase I's (4-5)</i>	\$39,900
	<i>QAPP</i>	\$5,000
	<i>Conduct Sampling</i>	
	<i>Plans or complete</i>	
	<i>Phase II's (1-2)</i>	\$92,000
	<i>Quarterly Reporting</i>	\$2,500
	<i>Remedial Action</i>	
	<i>Planning to leverage</i>	
	<i>other grants</i>	\$40,000
	<i>Public Outreach</i>	\$10,000
Construction	\$0	
Other	\$0	
Indirect Charges	\$0	
Total	\$200,000	

**KEY CONTACTS FORM**

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Angela Byington, AICP
Title: Chief Planner
Complete Address: 222 Meigs Street Sandusky, Ohio 44870
Phone Number: 419-627-5973

Payee: *Individual authorized to accept payments.*

Name: Edward Widman
Title: Director of Finance
Mail Address: 222 Meigs Street Sandusky, Ohio 44870
Phone Number: 419-627-5888

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Angela Byington, AICP
Title: Chief Planner
Mailing Address: 222 Meigs Street Sandusky, Ohio 44870
Phone Number: 419-627-5973
FAX Number: 419-627-5945
E-Mail Address: abyington@ci.sandusky.oh.us

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: Angela Byington, AICP
Title: Chief Planner
Mailing Address: 222 Meigs Street Sandusky, Ohio 44870
Phone Number: 419-627-5973
FAX Number: 419-627-5945
E-Mail Address: abyington@ci.sandusky.oh.us
Web URL: www.ci.sandusky.oh.us

Biographical Sketch

**Angela Byington, AICP
Chief Planner**

Angela Byington will be the main contact for the EPA Hazardous Substance and Petroleum Assessment grants. Angela has an undergraduate degree in Psychology and Urban and Regional Planning and a Masters in Urban Development and Design. She has worked for the City of Sandusky for 6 years in the Planner capacity and for over the last year has also been designated as the Brownfield Coordinator. She has worked with the Clean Ohio Assistance and Clean Ohio Revitalization Fund monies in the past in the areas of grant writing and administration after the awards were made.

Checklist for Applications

COPY

☒ SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature, including:
SF-424 A, Budget by categories and indirect cost rate
SF-424 B, Assurances for non-construction programs

☒ NUMBER OF COPIES: Original and 2 copies

☒ CERTIFICATION REGARDING LOBBYING (if over \$100,000) and SF LLL, if applicable

☒ EPA FORM 4700-4 PREAWARD COMPLIANCE REVIEW REPORT

☒ NARRATIVE STATEMENT (Work Plan)

☒ QUALITY ASSURANCE NARRATIVE STATEMENT, if applicable

☒ DETAILED ITEMIZED BUDGET

☒ COPY OF NEGOTIATED INDIRECT COST RATE AGREEMENT

☒ BIOGRAPHICAL SKETCH

☒ ONE SELF-ADDRESSED ENVELOPE, (if you want to receive notification of receipt)

ADDITIONAL INFORMATION TO BE SUBMITTED IF APPLICABLE

(1) If you are submitting your application under the Federal Demonstration Project, please indicate it in block 11.

(2) If your project requires an Environmental Impact Statement or Environmental Assessment, or both, please indicate it on a separate sheet of paper.

(3) If your project involves human testing studies, please indicate it on a separate sheet of paper.

(4) If your project involves animal testing studies, please indicate it on a separate sheet of paper.

NON-CONSTRUCTION GRANTS CLOSE OUT CHECKLIST

Grant No.: BF96598801	Grantee: City of Sandusky	Project/Budget Periods: 09/01/05-09/01/07	
Award Amount: 400,000			
Recipient Project Mgr: Angela Jeanne Byington		Phone Number	419/627-5973
EPA Technical Contact: Karla Auker		Phone Number	404/250-1741
PROJECT MILESTONES	YES	NO	DATE
Have special Terms and conditions been met? (If no explain)	X		March 6, 2008
Final tech. Report or data approved? (If no explain)	X		March 6, 2008
PROJECT OFFICER: Frances Dean			DATE September 8, 2008
ASSIST. SECTION ITEMS	YES	NO	DATE
FSR RECEIVED?			
INVENTION REPORT RECEIVED?			
PROPERTY REPORT RECEIVED?			
MBE/WBE REPORT RECEIVED?			
LOBBYING/LITIGATION RECEIVED?			
GRANTS SPECIALIST: F. Shields			DATE

FEB 06 2008

MC-10J

Angela Jeanne Byington, Project Manager
City of Sandusky Ohio
222 Meigs Street
Sandusky, Ohio 44870

Re: Assistance Agreement No: BF-99598801

Dear Ms. Byington:

According to our records, the above referenced Project ended on **September 1, 2007**. A reminder letter was mailed to you on **December 19, 2007**. The purpose of this second letter is to remind you that certain reports are needed to close out your project. These reports are due by **February 20, 2008**.

Property Report: Submit a final inventory in your own format of federally owned property. This should include any equipment provided to you by EPA or another Federal Agency. List all items acquired with grant funds, with an acquisition cost \$5,000, or more and has a useful life of more than one year.

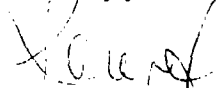
Minority Business Enterprises and Women Business Enterprises (MBE/WBE) Report: You must submit an 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements, and other Financial Assistance" Report to the EPA award official within 30 days of the end of each Federal fiscal year, i.e., by October 30 of each year.

Disclosure of Inventions Report - A report of any inventions which were developed during the grant period is required in your format and on your organization's letterhead.

Final Financial Status Report -SF-269: The Final Financial Status Report is to be sent to the USEPA, Las Vegas Finance Center, P.O. Box 98515, Las Vegas, NV 89193-8515.

The requested forms can be obtained from <http://www.epa.gov/ogd/forms/forms.htm> using the URL browser. Please send all reports, with the exception of the Final Progress/Technical Report to Anita Gibson of my staff. If you have any questions or wish to discuss these requirements please contact **Frances Shields at 312 353-4151**.

Sincerely yours,



Sharon Green, Chief
Assistance Section

Enclosures

cc: Frances Dean, Project Officer, SM-5j
Frances Shields, Grant Specialist

DEC 20 2007

MC-10J

Angela Jeanne Byington, Project Manager
City of Sandusky Ohio
222 Meigs Street
Sandusky, Ohio 44870

Re: **Assistance Agreement No.: - BF-99598801**

Dear Ms. Byington:

According to our records, the above referenced Assistance Agreement ended on **September 1, 2007**. The purpose of this letter is to remind you that certain reports are needed to close out your project. The required enclosed reports are due by **January 2, 2008**.

Property Report: Submit a final inventory in your own format of federally owned property. This should include any equipment provided to you by EPA or another Federal Agency. List all items acquired with grant funds, with an acquisition cost \$5,000 or more and has a useful life of more than one year.

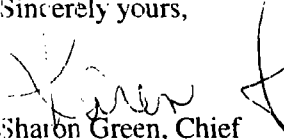
Final Financial Status Report -SF-269: The Final Financial Status Report is to be sent to the USEPA, Las Vegas Finance Center, P.O. Box 98515, Las Vegas, NV 89193-8515.

Disclosure of Inventions Report - A report of any inventions which were developed during the grant period is required in your format and on your organization's letterhead.

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The requested forms can be obtained from <http://www.epa.gov/ogd/forms/forms.htm> using the URL browser. Please send all reports, with the exception of the Final Progress/Technical Report to Anita Gibson of my staff. If you have any questions or wish to discuss these requirements please contact **Frances Shields at 312 353-4151**.

Sincerely yours,


Sharon Green, Chief
Assistance Section

Enclosures

cc: Frances Dean, Project Officer, SM-5J
Frances Shields, Grant Specialist

CA file

SIF 2 8 2005

S-6J

Michael J. Will, City Manager
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870

RE: Cooperative Agreement
No. BF96598801-0

Dear Mr. Will:

I have reviewed your application of August 2, 2005, requesting \$400,000 under the Comprehensive Environmental Response, Compensation and Liability Act, as Amended by the Small Business Liability Relief and Brownfields Revitalization Act for the Brownfields Assessment project. The enclosed Assistance Agreement confirms my approval of your request for funds to perform environmental assessments at sites potentially contaminated with hazardous substances (AS) and petroleum (PT). Please maintain separate accounts by site and type of contamination. The project and budget periods are September 1, 2005 through September 1, 2007. Please sign, date and return the original and two copies of the Agreement to the Acquisition-Assistance Branch, Region 5, Mail Code 10-J within 21 days from the date of this letter.

I appreciate your interest in the brownfields program. Karla Auker will serve as the technical manager to assist you and to monitor the progress of your project. Karla can be reached at 440/250-1741. Lois Betka is the project officer to contact for any administrative issues at 312/836-6039. Best wishes for success with your program.

Sincerely,

Richard C. Karl, Director
Superfund Division


Enclosures

cc: Karla Auker

*fgk
9/22/05*

*Dr. Will
9/22/05*

Lois Betka/R5/USEPA/US
09/09/2005 04:06 PM

To Frances Shields/R5/USEPA/US@EPA
cc
bcc
Subject SANDUSKY BF96598801-0 checklist 

Hi Frances,



Here's the completed checklist for your file: ChecklistSANDUSKY.wpd

Thanks, Lois
Frances Shields/R5/USEPA/US



Frances
Shields/R5/USEPA/US
08/29/2005 12:07 PM

To
Subject Emailing: CITY OF SANDUSK BF.wpd

Please address ALL highlighted areas. Please send back signed & dated via email I will attach to final award. Thanks



- CITY OF SANDUSK BF.wpd

Frances Shields Jackson
77 West Jackson Blvd.
Chicago, IL 60604

(312) 353-4151

Document Readers**Commitment Notice****Title:** City of Sandusky**Document Status****Document Phase:** Draft**Last Modified:** 09/09/2005**Current Editor:** Lois Betka**Delegate:** Karen Sykes**Commitment Notice Information****Grant Number:** 96598801-0**Approved Ceiling:** \$400,000**Commitment Amt:** \$400,000**Commitment Type:** Original Commitment**Agreement Type:** Cooperative Agreement**Applicant Name:** CTYOFSAN - City of Sandusky Ohio**DUNS:** 076919786**Program Code:** BF - Brownfields Assessment and Cleanup Cooperative Agreements**Employer EIN:** 34-6401311**Awarding Region:** EPA R5**Responsibility Ctr:****Allowance Holder:****Is Contract Negotiator Allowed to exceed amount shown above by up to 10% without securing further approval for:****Allowed to Exceed:** No**Description Of Project, Goods, or Services**

Description: The City of Sandusky will work with an advisory group including the Bayfront Urban Revitalization Plan Committee and the Brownfields Committee of public and private community leaders to complete a GIS inventory and prioritize brownfield sites. Sandusky will hire a consultant to conduct 4-5 Phase I and 1-2 Phase II environmental assessments of priority sites with suspected hazardous or petroleum contamination. Assessments will follow the requirements of the Ohio EPA Voluntary Action Program, Dept. of Commerce Underground Storage Tank regulations, and ASTM standards. The project will complete 1-2 Remedial Action Plans to be included in applications to the Clean Ohio Revitalization Fund.

Task, Roap, or Other Local Identifier:**Identifier:****Special Comments and Instructions:****Comments:****Commitment Notice Document Attachments****Fiscal Information**

Line	Site Name	DCN	Fiscal Yr	Approp Code	BO Code	PRC	Object Class	Amount	Site Project	Cost Org Code
1	-	-	-	-	-	-	0	400,000	-	-
								400,000		

Review**Read Access:** Controlled**Readers:** jeanne Griffin**Approvers:** Joseph Dufficy, Thomas Mateer,
Cecilia Moore, Vince Saunders**Submitted:****Submitted:** 09/09/2005**Due Date:** 09/12/2005

Response	Approver	Date

Fund Certifying Official Signature**Fund Certifying Official:** Mara Notbusch**Title:****Phone:** 312-353-9534**Delegate:** Deborah Harper**Title:** Financial Assistant**Phone:** 312-886-5946

Fund Certifying Official Signature:

Approval:**Date:****Notes:****Attachment:****Project Officer****Approving Region:** R5**Project Officer:** Lois Betka**PO Phone:****Funding Recommendation**

City of Sandusky

\$400,000

Draft

Origination Information**Notifications History**

Document Readers



Awards
Working

Funding Recommendation Package

Budget Information

Non-Construction Programs

Title: City of Sandusky->

Funding Rec Budget Information Page: 2

Document Status

Document Phase: Draft

Last Modified: 09/09/2005

Current Editor: Lois Betka

Delegate: Karen Sykes

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		TOTAL (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Brownfields Assessment and Cleanup Cooperative Agreements	66.818	\$	\$	\$400,000	\$	\$400,000
2.		\$	\$	\$	\$	\$0
3.		\$	\$	\$	\$	\$0
4.		\$	\$	\$	\$	\$0
5. TOTALS		\$0	\$0	\$400,000	\$0	\$400,000

6. Object Class Categories	Grant Program, Function or Activity Title: Brownfields Assessment				TOTAL (5)
	(1) Hazardous	(2) Petroleum	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$0
b. Fringe Benefits	\$	\$	\$	\$	\$0
c. Travel	\$2,000	\$2,000	\$	\$	\$4,000
d. Equipment	\$1,500	\$1,500	\$	\$	\$3,000
e. Supplies	\$2,100	\$2,100	\$	\$	\$4,200
f. Contractual	\$194,400	\$194,400	\$	\$	\$388,800
g. Construction	\$	\$	\$	\$	\$0
h. Other	\$	\$	\$	\$	\$0
i. Total Direct Charges (sum of 6a - 6h)	\$200,000	\$200,000	\$0	\$0	\$400,000
j. Indirect Charges	\$	\$	\$	\$	\$0
k. TOTALS (sum of 6i & 6j) (Cost Share Recipient: Federal:)	\$200,000	\$200,000	\$0	\$0	\$400,000
l. Total Approved Assistance Amount	\$200,000	\$200,000	\$	\$	\$400,000
7. Program Income	\$	\$	\$	\$	\$0

Attachments:	
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Origination Information

Created By: Lois Betka on 09/09/2005

Organization: EPA R5

Document Readers



EPA Funding Recommendation

Title: City of Sandusky

Document Status

Document Phase: Draft

Last Modified: 09/09/2005

Current Editor: Lois Betka

Delegate: Karen Sykes

Section A - Project Information

1. Grant Number: 96598801-0	2. Grant Type: Non-Construction
3. Agreement Type: Cooperative Agreement	4. Awarding Region: R5
4a. AAShip: R5 - Region 5	
4b. Approval Office Superfund Division:	
5. Record Type: N - New	
6. Applicant Type: Municipal	
7. Applicant Name: CTYOFSAN - City of Sandusky Ohio	
8. DUNS: 076919786	
9. Project Title: City of Sandusky	
10. Amount \$400,000 Requested:	
11. Program Code: BF - Brownfields Assessment and Cleanup Cooperative Agreements	
12. CFDA: 66.818 - Brownfields Assessment and Cleanup Cooperative Agreements	
13. Statutory Auth: CERCLA: Sec. 101(39)	
14. Delegation of Auth: 14-45 Brownfields Revitalization Funding	
15. Media: Brownfields	
16. Project Period 09/01/2005 Start:	17. Project Period 09/01/2007 End:
18. Budget Period 09/01/2005 Start:	19. Budget Period 09/01/2007 End:

Please provide a description of the work to be accomplished in this project.

20. Project Description: The City of Sandusky will work with an advisory group including the Bayfront Urban Revitalization Plan Committee and the Brownfields Committee of public and private community leaders to complete a GIS inventory and prioritize brownfield sites. Sandusky will hire a consultant to conduct 4-5 Phase I and 1-2 Phase II environmental assessments of priority sites with suspected hazardous or petroleum contamination. Assessments will follow the requirements of the Ohio EPA Voluntary Action Program, Dept. of Commerce Underground Storage Tank regulations, and ASTM standards. The project will complete 1-2 Remedial Action Plans to be included in applications to the Clean Ohio Revitalization Fund.

Section B - Project Justification and Characteristics

1. Please describe the project objectives and how the project relates to the statutory authority.

CERCLA Sec. 104(k)(2) authorizes brownfield assessments and cleanups. Sandusky's project will complete 4-5 Phase I and 1-2 Phase II environmental site assessments of brownfields contaminated with hazardous substances or petroleum and develop 1-2 cleanup plans.

2. Select the appropriate competitive status for this agreement.

Competitive assistance agreement resulting from a competitive funding announcement issued before January 1 2005

2a. In accordance with Grants Policy Issuance (GPI) 04-02, describe how this project or program supports the Agency's strategic goal(s).

Sandusky's project supports Goal 4 for Healthy Communities and Ecosystems in EPA's Strategic Plan, Objective 4.2 to Sustain, Clean Up and Restore Communities and Ecological Systems that Support Them, Sub-objective 4.2.3 to Assess, Clean Up and Redevelop Brownfields. The project will assess brownfield sites suspected to have been contaminated with hazardous substances or petroleum and develop cleanup plans.

The City of Sandusky will use the plans to obtain funds for site cleanup and thus support restoration of the ecosystem, including the waterfront and port.
If you wish to provide the additional optional description under GPI 04-02, please include it as an attachment to the "Project Justification Attachments".

3. Is this a Research Grant?	No
4. Please explain any apparent duplicate or excessive efforts identified with this project.	
N/A	
5. Could an invention be one of the results of this project?	No
6. Does this agreement comply with the FGCAA?	Yes
<p>a. Enter or attach justification. Please See EPA Order 5700.1 entitled, "Policy for Distinguishing Between Assistance and Acquisition". EPA will not award a grant unless the decision to fund an assistance agreement is based upon criteria stated in the Order.</p> <p>This is an assistance agreement because it provides money to Sandusky to complete and prioritize a GIS-based brownfield inventory and to assess and plan cleanups of brownfields. It is a cooperative agreement because EPA will be substantially involved in site selection, training, and provision of requested technical assistance as spelled out in the terms and conditions of the award.</p>	
7. Based on a cost review analysis, all costs are necessary and reasonable in accordance with the Cost Review Guidance (GPI-00-05)"	Yes
<p>a. Enter the Cost Review Analysis.</p> <p>See the checklist forwarded for the Grant File.</p>	
8. Is this grant a Congressional earmark?	No
9. Is this a small grant as defined by the Small Grant Policy? If so, it must be fully funded.	No
10. Quality Assurance: Does this program or project include generation of environmental data, or use of existing environmental data?	Yes
<p>a. Are the proposed measurement activities covered by an existing or draft Quality Management Plan (QMP), or Quality Assurance Project Plan (QAPP)?</p> <p>No</p> <p>(For questions on document(s) required or a document's status, contact your organization's Quality Assurance Manager.)</p> <p>Requires QA Term and Condition.</p>	
11. Is the agreement funded with more than one Program Result Code?	No
12. Is this agreement funded with funds from more than one appropriation?	No
13. Does this project include preaward costs?	No
14. Does the project involve human subjects?	No
15. Does the project involve animal subjects?	No
16. Does the proposal include projects which will be performed entirely or in part outside of the United States?	No
17. Does the scope of the work involve conducting any conferences or workshops?	No
18. Is this a cooperative agreement which will include the survey or collection of identical information from 10 or more persons, or a grant which will include the survey or collection of identical information from 10 or more persons and under which EPA influenced the design, development or implementation of the survey? (See Grants Policy Issuance 99-1, Information Collection Requirements)	No
19. Will the award result in the development of any copyrighted software or written materials?	No
20. Does the grant involve or relate to geospatial information?	Yes
<p>Geospatial Information includes: "Information that identifies the geographic location and characteristics of natural or constructed features or boundaries on the Earth, or applications, tools, and hardware associated with the generation, maintenance, or distribution of such Information. The information may be derived from, among other things, GPS, remote sensing, mapping, charting, and surveying technologies, or statistical data."</p>	
22. Project Justification Attachments:	

For competitive awards, does the award result from an announcement/solicitation issued before January 15, 2005?

Yes

For non-competitive awards, does the award result from a funding recommendation submitted to a grants management office before January 15, 2005?

Competition Section Subject to Competition Policy Prior to 2005

1.a. Was the application selected through a competitive process in accordance with or consistent with EPA Order 5700.5?

Yes

2. What type of competitive process was used?

Open Competition

a. Solicitation Number (or other identifier for the solicitation):

Federal Register

i. Date the solicitation (i.e., RFA or RFIP) was announced/issued:

09/16/2004

Competition Code: C

1.b. Competition Attachments:

Section D - Project Funding

Approved Budget	
Cost Category Classification (Nonconstruction)	Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$4,000
4. Equipment	\$3,000
5. Supplies	\$4,200
6. Contractual	\$388,800
7. Construction	\$0
8. Other	\$0
9. Total Direct Costs	\$400,000
10. Indirect Costs IDC Rate % Base	\$0
11. Total	\$400,000
12. Total Requested Amount	\$400,000
13. Total Request To Fund Amt This Action	\$400,000

Section E - Project Funding Information

- | | |
|---|---|
| 1. Does the funding for this action include any EPA In-Kind Contribution? | No |
| 2. Is the funding Partial (Incremental) or Full? | Full |
| 3. Is this project expected to generate program income? | No |
| 4. Please provide recommendation for disposition of the equipment at project's end. (Equip > 0) | Each item has unit cost less than \$5,000, so allow recipient to keep it. |
| (See 40 CFR 30.34 or 31.32, as appropriate and Grants Policy Issuance 02-02.) | |
| 5. Is the recipient providing cost sharing under this agreement? | No |
| 6. Does this action include approval to carry forward obligated funds from prior years? | No |
| 7. Does this Funding Recommendation document require the SRO signature? | No |

Section F - Programmatic Special Conditions

Programmatic Conditions

Please enter Terms and Conditions applicable for not having a QA Plan

Assessment Terms and Conditions

Please note that these Terms and Conditions (T&Cs) apply to brownfields grants under CERCLA 104(k) and do not apply to pre-FY 2003 grants subject to 104(d).

I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions the term “assessment” includes, eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA approved scope of work.

A. Federal Policy and Guidance

1. a. Cooperative Agreement Recipients: In implementing this agreement, the cooperative agreement recipient (CAR) shall insure that work done with cooperative agreement funds complies with the requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 104(k). The CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable Federal and State laws and regulations.
- b. CERCLA 104(g) requires that recipients comply with the prevailing wage rate requirements under the Davis-Bacon Act of 1931 for construction, repair or alteration contracts “funded in whole or in part” with funds provided under this agreement. If the CAR uses funds awarded under this agreement to contract for construction, repair or alteration work, it must obtain recent and applicable wage rates from the U.S. Department of Labor and incorporate them into the construction, alteration or repair contract.
- c. The recipient agrees to comply with Executive Order 13202 (Feb. 22, 2001, 66 Fed. Reg. 11225) of February 17, 2001, entitled "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects," as amended by Executive Order 13208 (April 11, 2001, 66 Fed. Reg. 18717) of April 6, 2001, entitled "Amendment to Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects.
- d. The recipient must comply with Federal cross-cutting requirements. These requirements include but are not limited to, MBE/WBE requirements found at 40 CFR 31.36(e) or 40 CFR 30.44(b); OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) the Anti Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914

and 11250.

B. Eligible Brownfields Site Determinations

1. a. The CAR must provide information to EPA about site-specific work prior to incurring any costs under this cooperative agreement for sites that have not already been pre-approved in the CAR's work plan by the EPA. The information that must be provided includes whether or not the site meets the definition of a brownfield site as defined in §101(39) of CERCLA, the identity of the owner, and the date of acquisition.

b. If the site is excluded from the general definition of a brownfield, but is eligible for a property-specific funding determination, then the CAR must provide information sufficient for EPA to make a property-specific funding determination. The CAR must provide sufficient information on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that the Agency has determined that the property is eligible.

2 a. For any petroleum contaminated brownfield site that is not included in the CAR's EPA approved work plan, the CAR shall provide sufficient documentation to the EPA prior to incurring costs under this cooperative agreement which includes (see the latest version of EPA's *Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund and Cleanup Grants* for discussion of this element):

- (1) that a State has determined that the petroleum site is of relatively low risk, as compared to other petroleum-only sites in the State,
- (2) that the State determines there is "no viable responsible party" for the site;
- (3) that the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
- (4) that the site is not subject to any order issued under section 9003(h) of the Solid Waste Disposal Act.

This documentation must be prepared by the CAR or the State following contact and discussion with the appropriate petroleum program official.

b. Documentation must include the identity of the State program official contacted, the State official's telephone number, the date of the contact, and a summary of the discussion relating to the state's determination that the site is of relatively low risk, that there is no viable responsible party and that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site. Other documentation provided by a State to the recipient relevant to any of

the determinations by the State must also be provided to the EPA Project Officer.

- c. If the State chooses not to make the determinations described in 2.a. above, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the requisite determinations.
- d. EPA must also make all determinations on the eligibility of petroleum contaminated brownfield sites located on Indian tribal lands. Prior to incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the determinations described in 2.a. above.

II. GENERAL COOPERATIVE AGREEMENT ADMINISTRATIVE REQUIREMENTS

A. Term of the Agreement

- 1. The term of this agreement is two years from the date of award, unless otherwise extended by EPA at the CAR's request.
- 2. If after 1½ years from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the Agency may terminate this agreement.
- 3. Assessment funding for any eligible brownfield site may not exceed \$200,000 unless a waiver has been granted by EPA and then funding is not to exceed \$350,000 at the site subject to the waiver.

B. Substantial Involvement

- 1. The U.S. EPA may be substantially involved in overseeing and monitoring this cooperative agreement.
 - a. Substantial involvement by the U.S. EPA generally includes administrative activities such as: monitoring; review of project phases; and approval of substantive terms included in professional services contracts.
 - b. Substantial EPA involvement also includes brownfields property-specific funding determinations described in I.B. under *Eligible Brownfields Site Determinations* above. If the CAR awards a subgrant for site assessment, the CAR must obtain technical assistance from EPA on which sites qualify as a brownfield site and determining whether the statutory prohibition found in section 104(k)(4)(B)(i)(IV) of CERCLA applies. This prohibition precludes the subgrantee from using EPA funds to assess a site for which the subgrantee is potentially liable under §107 of

CERCLA.

- c. Substantial EPA involvement may include reviewing financial and environmental status reports; and monitoring all reporting, record-keeping, and other program requirements.
 - d. EPA may waive any of the provisions in term and condition II.B.1., with the exception of property-specific funding determinations. EPA will provide waivers in writing.
2. Effect of EPA's substantial involvement includes:
- a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement, will not have any effect upon CERCLA §128 *Eligible Response Site* determinations or for rights, authorities, and actions under CERCLA or any Federal statute.
 - b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable Federal and State laws.
 - c. The CAR and its subgrantees remain responsible for incurring costs that are allowable under the applicable OMB Circulars.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. The CAR must acquire the services of a qualified environmental professional(s) to coordinate, direct, and oversee the brownfields assessment activities at a particular site, if they do not have such a professional on staff.
2. The CAR is responsible for ensuring that contractors and subgrant recipients comply with the terms of their agreements with the CAR, and that agreements between the CAR and subgrant recipients and contractors are consistent with the terms and conditions of this agreement.
3. Subgrants are defined at 40 CFR 31.3. The CAR may not subgrant to for-profit organizations. The CAR must obtain commercial services and products necessary to carry out this agreement under competitive procurement procedures as described in 40 CFR 31.36. In addition, EPA policy encourages awarding subgrants competitively and the CAR must consider awarding subgrants through competition.
4. The CAR is responsible for assuring that EPA's Brownfields Assessment Grant funding received under this grant, or in combination with any other previously awarded Brownfields Assessment grant does not exceed the \$200,000 assessment grant funding limitation for an individual brownfield site. Waiver of this funding limit for a brownfields site must be approved by EPA prior to the expenditure of funding exceeding \$200,000. In no case may EPA funding

exceed \$350,000 on a site receiving a waiver.

(Note: Cooperative Agreement Recipients expending funding from a community-wide assessment grant on a particular site must include such funding amount in any total funding expended on the site.)

D. Quarterly Progress Reports

1. The CAR must submit progress reports on a quarterly basis (30 days after the end of each Federal fiscal quarter) to the EPA Project Officer. The progress reports must document incremental progress at achieving the project goals and milestones. Quarterly progress reports must include:

- a. Documentation of progress at meeting performance outcomes/outputs, project narrative, project time line and an explanation for any slippage in meeting established output/outcomes.
- b. An update on project milestones.
- c. A budget recap summary page with the following headings: Current Approved Budget; Costs Incurred this Quarter; Costs Incurred to Date; and Total Remaining Funds.
- d. If applicable, quarterly reports must specify costs incurred at petroleum contaminated brownfields sites.
- e. *Recipient quarterly reports must clearly identify which activities performed during the reporting period were undertaken with EPA funds, and must relate EPA-funded activities to the objectives and milestones agreed upon in the work plan including a list of sites where assessment activities were completed. To the extent consistent with the EPA approved scope of work for this agreement, activities undertaken with EPA funds to be included in quarterly performance and financial reporting may include:*

1. *Acres per property*
2. *Assessments completed*
3. *No cleanup required*
4. *Types of contaminants assessed*
5. *Acres of greenspace to be created/preserved*
6. *Number of properties with one or more engineering/institutional controls*
7. *Redevelopment underway*
8. *Funds leveraged*
9. *Jobs leveraged*
10. *Health monitoring studies, insurance, institutional controls funded*

2. The CAR must maintain records that will enable it to report to EPA on the amount of funds expended on specific sites under this grant.

3. The CAR must maintain records that will enable it to report to EPA on the amount of

funds expended by the CAR at petroleum sites identified in the EPA approved scope of work.

4. The CAR must complete and submit relevant portions of the Property Profile Form (available at <http://www.epa.gov/brownfields/pubs/rptforms.htm> or from the EPA Project Officer) reporting the commencement of a Phase I assessment, the expenditure of \$1,000 or more of grant funds at a property or the completion of a property assessment. The CAR must submit the updated Property Profile Form reflecting such events within 30 days after the end of the Federal fiscal quarter in which the event occurred.
5. In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

III. FINANCIAL ADMINISTRATION REQUIREMENTS

A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

1. To the extent allowable under the scope of work, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess, and conduct planning and outreach. Eligible programmatic expenses include activities described in Section IV of these Terms and Conditions. In addition, such eligible programmatic expenses may include:

- a. Determining whether assessment activities at a particular site are authorized by CERCLA 104(k);
- b. Ensuring that an assessment complies with applicable requirements under Federal and State laws, as required by CERCLA 104(k);
- c. Using a portion of the grant to purchase environmental insurance for the characterization or assessment of the site. Funds may not be used to purchase insurance intended to provide coverage for any of the Ineligible Uses under Section B.
- d. Any other eligible programmatic costs including direct costs incurred by the recipient in reporting to EPA; procuring and managing contracts; awarding and managing subgrants to the extent allowable under III. B. 2.; and carrying out community involvement pertaining to the assessment activities.

2. **Local Governments only.** No more than 10% of the funds awarded by this agreement may be used for brownfield program development and implementation (including monitoring of health and institutional controls) as described in Task ____ of the EPA approved scope of work. The CAR must maintain records on funds that will be used to

carry out Task __ of its EPA approved scope of work to ensure that no more than 10% of its funds are used for brownfield program development and implementation (including monitoring of health and institutional controls).

B. Ineligible Uses of the Funds for the Cooperative Agreement Recipient

1. Cooperative agreement funds shall not be used by the CAR for any of the following activities:

- a. Cleanup activities;
- b. Development activities that are not brownfields assessment activities (e.g., construction of a new facility);
- c. Job training unrelated to performing a specific assessment at a site covered by the grant;
- d. To pay for a penalty or fine;
- e. To pay a federal cost share requirement (for example, a cost-share required by another Federal grant) unless there is specific statutory authority;
- f. To pay for a response cost at a brownfields site for which the recipient of the grant or subgrant is potentially liable under CERCLA §107;
- g. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the assessment; and
- h. Unallowable costs (e.g., lobbying and fund raising) under applicable OMB Circulars.

2. Under CERCLA 104(k)(4)(B), administrative costs are prohibited costs under this agreement. Prohibited administrative costs include all indirect costs under applicable OMB Circulars.

- a. Ineligible administrative costs include costs incurred in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the *Uniform Administrative Requirements for Grants* contained in 40 CFR Part 31. Direct costs for grant administration, with the exception of costs specifically identified as eligible programmatic costs, are ineligible even if the grant recipient is required to carry out the activity under the grant agreement.
- b. Ineligible grant administration costs include direct costs for:

- (1) Preparation of applications for Brownfields grants;
- (2) Record retention required under 40 CFR 31.42;
- (3) Record-keeping associated with supplies and equipment purchases required under 40 CFR 31.32 and 31.33;
- (4) Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 40 CFR 31.30;
- (5) Maintaining and operating financial management systems required under 40 CFR 31;
- (6) Preparing payment requests and handling payments under 40 CFR 31.21;
- (7) Non-federal audits required under 40 CFR 31.26 and OMB Circular A-133; and
- (8) Close out under 40 CFR 31.50.

3. Cooperative agreement funds may not be used for any of the following properties:
 - a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);
 - b. Facilities subject to unilateral administrative orders, court orders, administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;
 - c. Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an Indian tribe; or
 - d. A site excluded from the definition of a brownfields site for which EPA has not made a property-specific funding determination.

C. Interest -Bearing Accounts and Program Income

1. In accordance with 40 CFR 31.25(g)(2), the CAR is authorized to add program income to the funds awarded by the EPA and use the program income under the same terms and conditions of this agreement. Program income for the assessment CAR shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income includes, but is not limited to, fees charged for conducting assessment, site characterizations, clean up planning or other activities when the costs for the activity is charged to this agreement.

2. The CAR must deposit advances of grant funds and program income (e.g., fees) in an interest bearing account.
 - a. Interest earned on advances, CARs are subject to the provisions of 40 CFR §31.21(i) to remitting interest on advances to EPA on a quarterly basis.
 - b. Interest earned on program income is considered additional program income.

IV. ASSESSMENT ENVIRONMENTAL REQUIREMENTS

A. Quality Assurance (QA) Requirements

1. When environmental samples are collected as part of the brownfields assessment, the CAR shall comply with 40 CFR Part 31.45 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

B. Completion of Assessment Activities

1. The CAR shall properly document the completion of all activities described in the EPA approved scope of work. This must be done through a final report or letter from a qualified environmental professional, or other documentation provided by a State or Tribe that shows assessments are complete.

C. All Appropriate Inquiry

1. As required by CERCLA §104(k)(2)(B)(ii) and CERCLA §101(35)(B), the CAR shall ensure that a "Phase I" site characterization and assessment carried out under this agreement will be performed in accordance with ASTM standard E1527-2000 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," until EPA promulgates final federal standards governing the conduct of "all appropriate inquiry." After EPA promulgates final regulations governing the conduct of all appropriate inquiry, Phase I site characterizations and assessments will have to be conducted in compliance with the final regulations. This does not preclude the use of grant funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable State standards.

V. Conflict of interest: Appearance of lack of Impartiality

A. Conflict of Interest

1. The CAR shall establish and enforce conflict of interest provisions that prevent the award of subgrants that create real or apparent personal conflicts of interest, or the CAR's appearance of lack of impartiality. Such situations include, but are not limited to, situations in which an

employee, official, consultant, contractor, or other individual associated with the CAR (affected party) approves or administers a grant or subgrant to a subgrant recipient in which the affected party has a financial or other interest. Such a conflict of interest or appearance of lack of impartiality may arise when:

- (i) The affected party,
 - (ii) Any member of his immediate family,
 - (iii) His or her partner, or
 - (iv) An organization which employs, or is about to employ, any of the above,
- has a financial or other interest in the subgrant recipient.

Affected employees will neither solicit nor accept gratuities, favors, or anything of monetary value from subgrant recipients. Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by affected parties.

VI. PAYMENT AND CLOSEOUT

A. Payment Schedule

1. The CAR may request payment from EPA pursuant to 40 CFR §31.21(c).

B. Schedule for Closeout

1. Closeout will be conducted in accordance with 40 CFR 31.50.

Section G - Project Officer Approval

I have reviewed and approved the workplan/scope of work and budget for this project and I Yes
recommend the Award.

Address: 77 West Jackson Blvd.

City: Chicago

State: IL

Zip: 60604-3507

Section H - Review & Approvals

Read Access: Controlled

Readers: jeanne Griffin
Karen Sykes

Submitted:

Click here to select a Concurrent Routing Slip ↗

Concurrent
Approvers:

Submitted:

Due Date:

Concurrent Approval Responses		
Response	Concurrence By	Date

[Click here to select a Sequential Routing Slip](#)

Sequential
Approvers: 1. Cecilia Moore
2. Joseph Dufficy
3. Thomas Mateer
4. Vince Saunders

Submitted:

Due Date: 09/12/2005

Sequential Approval Responses		
Response	Concurrence By	Date

Section I - Commitment Notices

Section J - Commitment Clerk

Funding Regions: R5

Commitment Clerk: Lois Betka

Funding Region: EPA R5

Section K - Signatures

AA/RA Internal Review Certification

Applicable for this Yes

Award:

Certification Date: 06/10/2005

Certification

Attachment:

Approval Official Concurrence/Signature

Approval Official: Richard Karl

Title:

Phone: 312-353-9295

Delegate: Douglas Ballotti

Title:

Phone: 312-886-4752

Approval Official Signature:

Approval:

Date:

Notes:

Attachment:

Section L - Grant Specialist

Grant Specialist: Frances Shields

Title: Grants Management
Specialist

Phone: 312-353-4151

Submitted:

Section M - Funding Recommendations Attachments

Attachments:

Section N - Origination Information

Created By: Lois Betka on 09/09/2005

Organization: EPA R5

Section O - Notifications History

COPY



U.S. ENVIRONMENTAL PROTECTION AGENCY

Cooperative Agreement

ASSISTANCE ID NO.

PRG

DOC ID

AMEND#

BF -

96598801

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DATE OF AWARD

SEP 23 2005

TYPE OF ACTION

New

MAILING DATE

SEP 30 2005

PAYMENT METHOD:

ASAP

ACH#

RECIPIENT TYPE:

Municipal

Send Payment Request to:

Comptroller Branch, MF-10J

RECIPIENT:

City of Sandusky Ohio
222 Meigs Street
Sandusky, OH 44870
EIN: 34-6401311

PAYEE:

City of Sandusky
222 Meigs Street
Sandusky, OH 44870

PROJECT MANAGER

Angela Jeanne Byington
222 Meigs Street
Sandusky, OH 44870
E-Mail: abyington@ci.sandusky.oh.us
Phone: (419) 627-5973

EPA PROJECT OFFICER

Lois Betka
77 West Jackson Blvd., SM-5J
Chicago, IL 60604-3507
E-Mail: Betka.Lois@epamail.epa.gov
Phone: 312-886-6039

EPA GRANT SPECIALIST

Frances Shields
Assistance Section, MC-10J
E-Mail: Shields.Frances@epamail.epa.gov
Phone: 312-353-4151**PROJECT TITLE AND DESCRIPTION**

City of Sandusky - Brownfield Assessment

The City of Sandusky will work with an advisory group including the Bayfront Urban Revitalization Plan Committee and the Brownfields Committee of public and private community leaders to complete a GIS inventory and prioritize brownfield sites. Sandusky will hire a consultant to conduct 4-5 Phase I and 1-2 Phase II environmental assessments of priority sites with suspected hazardous or petroleum contamination. Assessments will follow the requirements of the Ohio EPA Voluntary Action Program, Dept. of Commerce Underground Storage Tank regulations, and ASTM standards. The project will complete 1-2 Remedial Action Plans to be included in applications to the Clean Ohio Revitalization Fund.

BUDGET PERIOD

09/01/2005 - 09/01/2007

PROJECT PERIOD

09/01/2005 - 09/01/2007

TOTAL BUDGET PERIOD COST

\$400,000.00

TOTAL PROJECT PERIOD COST

\$400,000.00

NOTE: This Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.

OFFER AND ACCEPTANCE

The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the City of Sandusky Ohio for 100.00 % of all approved costs incurred up to and not exceeding \$400,000 for the support of approved budget period effort described in application (including all application modifications) cited in the Project Title and Description above, signed 08/02/2005 included herein by reference.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)

ORGANIZATION / ADDRESS

U.S. EPA, Region 5
Mail Code MCG10,
77 West Jackson Blvd.
Chicago, IL 60604-3507**AWARD APPROVAL OFFICE**

ORGANIZATION / ADDRESS

U.S. EPA, Region 5
Superfund Division, S-6J
77 West Jackson Blvd.
Chicago, IL 60604-3507**THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY**

SIGNATURE OF AWARD OFFICIAL

TYPED NAME AND TITLE

Richard C. Karl, Director, Superfund Division

DATE

9/13/05

This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.

BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION

SIGNATURE

TYPED NAME AND TITLE

Michael J. Will, City Manager

DATE

10-13-05

20:01W 16:10022

BF - 96598801 - 0 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 400,000	\$ 400,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 400,000	\$ 400,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.813 - Brownfields Assessment and Cleanup Cooperative Agreements	CERCLA: Sec. 101(39)	40 CFR PART 31

Fiscal									
Site Name	DCN	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
SNDSKY-AB	STX035	05	E4	0500AG7	402D79E	4114	G54JONBH		200,000
SNDSKY-PT	STX035	05	E4	0500AG7	402D79EBP	4114	G54KORBH		200,000
									400,000

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$4,000
4. Equipment	\$3,000
5. Supplies	\$4,200
6. Contractual	\$388,800
7. Construction	\$0
8. Other	\$0
9. Total Direct Charges	\$400,000
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient % Federal <u>100.00</u> %.)	\$400,000
12. Total Approved Assistance Amount	\$400,000
13. Program Income	\$0

Administrative Conditions

1. LOBBYING AND LITIGATION

In accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the recipient agrees that it will not use project funds, including the Federal and non-Federal share, to engage in lobbying the Federal Government or in litigation against the United States. The recipient also agrees to provide the EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

2. DEBARMENT AND SUSPENSION

Recipient shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at <http://epls.arnet.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

3. MBE/WBE

In accordance with EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance programs, the recipient agrees to:

- a) Accept the applicable FY 2006 "fair share" goals negotiated with EPA by the OEPA as follows:

MBE		WBE	
Construction	1.3%	Construction	5.0%
Supplies	1.3%	Supplies	9.7%
Services	1.3%	Services	9.7%
Equipment	1.3%	Equipment	9.7%

If the recipient does not want to rely on applicable State's MBE/WBE goals, the recipient agrees to submit proposed MBE/WBE goals based on availability of qualified minority and women-owned businesses to do work in relevant market for construction, services, supplies and equipment. "Fair share" objectives must be submitted to the MBE/WBE Coordinator, within 30 days of award and approved by EPA no later than 30 days thereafter.

- b) Ensure to the fullest extent possible that at least the FY 2006 "fair share" objective [see a) above] of Federal funds for prime contractors or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and historically black colleges and universities.

- c) Include in bid documents "fair share" objectives of 2006 fair share percentage [see a) above] and require all of its contractors to include in their bid documents for subcontracts the negotiated fair share percentages.

- d) Follow the six affirmative steps stated in 40 CFR 30.44(b) 40 CFR 31.36(e), 35.3145(d), or 35.6580, as appropriate.

- e) For assistance awards for continuing environmental programs and assistance awards with institutions of higher education, hospitals and other non-profit organizations, submit an EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency

Agreements" to the EPA Award Official by October 30 of each year.

f) In the event race and/or gender neutral efforts prove to be inadequate to achieve a fair share objective for MBE/WBEs, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the fair share objective.

g) Until the recipient has completed its fair share negotiations with EPA, it agrees to maintain state Agency's fair share objectives. Once the recipient has completed its fair share negotiations with EPA, it will apply those objectives. The recipient also agrees to include in its bid documents the applicable FY 2006 "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the applicable FY 2006 "fair share" percentages and to comply with paragraphs (c) through (e) above.

4. MULTI-YEAR GRANT

An Interim Financial Status Report must be submitted annually within 90 days following the end of each 12-month period. A final FSR must be submitted within 90 days after the end of the budget and project periods. All final FSRs must be submitted to the EPA Grants Specialist as identified on page one of this Assistance Agreement.

5. PRE-AWARD COST

Pre-Award cost is approved prior to grant award to allow for travel to various Brownfield's Conferences. However, if for any reason the amount of the award is less than anticipated, EPA is under no obligation to reimburse for these costs. Costs are incurred at your own risk.

6. PROCUREMENT OF RECYCLED PRODUCTS

Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth in Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962). Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247

7. PUBLIC ACCOMMODATION

The recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds, complies with the Hotel and Motel Fire Safety Act of 1990.

8. QUALITY ASSURANCE PROGRAM PLAN

A Quality Assurance Project Plan (QAPP) must be submitted to EPA at least 90 days prior to the planned start date for field sampling, and field sampling must not commence until approval of the QAPP is obtained from EPA. Costs associated with environmental measurement or data collection for monitoring are not allowable costs unless a QAPP and sampling plan are submitted and approved, nor will such costs be reimbursed.

In the event a generic, multi-site QAPP is submitted and approved, site-specific sampling plans for each assessment will need to be submitted 14 days prior to the planned start date for field sampling. The site sampling must include a site specific health and safety plan.

9. RECYCLED PAPER

In accordance with EPA Order 1000.25 and Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, the recipient agrees to use recycled paper for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration. Please note that Section 901 of E.O. 13101, dated September 14, 1998, revoked E.O. 12873, Federal Acquisition, Recycling, and Waste Prevention in its entirety.

10. REPORTING - QUARTERLY

Programmatic status reports will be submitted to U.S. EPA on a quarterly basis, within 30 days following the end of the quarter. Financial Status reports will be submitted annually, 45 days after the anniversary date of the award. Final financial status reports will be submitted when all encumbrances are liquidated.

In describing the work accomplished during the reporting period, recipients are encouraged to describe related brownfields efforts in their quarterly reports; however, the report must clearly delineate which tasks are funded by the cooperative agreement and which items are funded from other sources.

11. SMALL BUSINESS IN RURAL AREAS

By accepting this agreement, the recipient agrees to comply with Section 129 of Public Law 100-590, the Small Business Administration Reauthorization and Amendment Act of 1988. Therefore, if the recipient awards a contract under this assistance agreement, it will utilize the following affirmative steps relative to Small Business in Rural Areas (SBRAs):

- a. Placing SBRAs on solicitation lists;
- b. Ensuring that SBRAs are solicited whenever they are potential sources;
- c. Dividing total requirements when economically feasible, into small tasks or quantities to permit maximum participation by SBRAs;
- d. Establishing delivery schedules, where the requirements of work will permit, which would encourage participation by SBRAs;
- e. Using the services of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce, as appropriate; and
- f. Requiring the contractor, if it awards subcontracts, to take the affirmative steps in subparagraphs a. through e. of this condition.

12. NATIONAL HISTORIC PRESERVATION ACT

Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling or cleanup), the grantee shall consult with EPA regarding potential applicability of the National Historic Preservation Act and, if applicable shall assist EPA in complying with any requirements of the Act and implementing regulations.

Programmatic Conditions

Assessment Terms and Conditions

Please note that these Terms and Conditions (T&Cs) apply to brownfields grants under CERCLA 104(k) and do not apply to pre-FY 2003 grants subject to 104(d).

I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions the term “assessment” includes, eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA approved scope of work.

A. Federal Policy and Guidance

1. a. Cooperative Agreement Recipients: In implementing this agreement, the cooperative agreement recipient (CAR) shall insure that work done with cooperative agreement funds complies with the requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 104(k). The

CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable Federal and State laws and regulations.

- b. CERCLA 104(g) requires that recipients comply with the prevailing wage rate requirements under the Davis-Bacon Act of 1931 for construction, repair or alteration contracts "funded in whole or in part" with funds provided under this agreement. If the CAR uses funds awarded under this agreement to contract for construction, repair or alteration work, it must obtain recent and applicable wage rates from the U.S. Department of Labor and incorporate them into the construction, alteration or repair contract.
- c. The recipient agrees to comply with Executive Order 13202 (Feb. 22, 2001, 66 Fed. Reg. 11225) of February 17, 2001, entitled "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects," as amended by Executive Order 13208 (April 11, 2001, 66 Fed. Reg. 18717) of April 6, 2001, entitled "Amendment to Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects.
- c. The recipient must comply with Federal cross-cutting requirements. These requirements include but are not limited to, MBE/WBE requirements found at 40 CFR 31.36(e) or 40 CFR 30.44(b); OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) the Anti Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

B. Eligible Brownfields Site Determinations

- 1. a. The CAR must provide information to EPA about site-specific work prior to incurring any costs under this cooperative agreement for sites that have not already been pre-approved in the CAR's work plan by the EPA. The information that must be provided includes whether or not the site meets the definition of a brownfield site as defined in §101(39) of CERCLA, the identity of the owner, and the date of acquisition.
- b. If the site is excluded from the general definition of a brownfield, but is eligible for a property-specific funding determination, then the CAR must provide information sufficient for EPA to make a property-specific funding determination. The CAR must provide sufficient information on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that the Agency has determined that the property is eligible.

- 2 a. For any petroleum contaminated brownfield site that is not included in the CAR's

EPA approved work plan, the CAR shall provide sufficient documentation to the EPA prior to incurring costs under this cooperative agreement which includes (see the latest version of EPA's *Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund and Cleanup Grants* for discussion of this element):

- (1) that a State has determined that the petroleum site is of relatively low risk, as compared to other petroleum-only sites in the State,
- (2) that the State determines there is "no viable responsible party" for the site;
- (3) that the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
- (4) that the site is not subject to any order issued under section 9003(h) of the Solid Waste Disposal Act.

This documentation must be prepared by the CAR or the State following contact and discussion with the appropriate petroleum program official.

- b. Documentation must include the identity of the State program official contacted, the State official's telephone number, the date of the contact, and a summary of the discussion relating to the state's determination that the site is of relatively low risk, that there is no viable responsible party and that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site. Other documentation provided by a State to the recipient relevant to any of the determinations by the State must also be provided to the EPA Project Officer.
- c. If the State chooses not to make the determinations described in 2.a. above, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the requisite determinations.
- d. EPA must also make all determinations on the eligibility of petroleum contaminated brownfield sites located on Indian tribal lands. Prior to incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the determinations described in 2.a. above.

II. GENERAL COOPERATIVE AGREEMENT ADMINISTRATIVE REQUIREMENTS

A. Term of the Agreement

1. The term of this agreement is two years from the date of award, unless otherwise extended by EPA at the CAR's request.
2. If after 1½ years from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the Agency may terminate this agreement.
3. Assessment funding for any eligible brownfield site may not exceed \$200,000 unless a waiver has been granted by EPA and then funding is not to exceed \$350,000 at the site subject to the waiver.

B. Substantial Involvement

1. The U.S. EPA may be substantially involved in overseeing and monitoring this cooperative agreement.

- a. Substantial involvement by the U.S. EPA generally includes administrative activities such as: monitoring; review of project phases; and approval of substantive terms included in professional services contracts.
 - b. Substantial EPA involvement also includes brownfields property-specific funding determinations described in I.B. under *Eligible Brownfields Site Determinations* above. If the CAR awards a subgrant for site assessment, the CAR must obtain technical assistance from EPA on which sites qualify as a brownfield site and determining whether the statutory prohibition found in section 104(k)(4)(B)(i)(IV) of CERCLA applies. This prohibition precludes the subgrantee from using EPA funds to assess a site for which the subgrantee is potentially liable under §107 of CERCLA.
 - c. Substantial EPA involvement may include reviewing financial and environmental status reports; and monitoring all reporting, record-keeping, and other program requirements.
 - d. EPA may waive any of the provisions in term and condition II.B.1., with the exception of property-specific funding determinations. EPA will provide waivers in writing.
2. Effect of EPA's substantial involvement includes:
- a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement, will not have any effect upon CERCLA §128 *Eligible Response Site* determinations or for rights, authorities, and actions under CERCLA or any Federal statute.
 - b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable Federal and State laws.
 - c. The CAR and its subgrantees remain responsible for incurring costs that are allowable under the applicable OMB Circulars.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. The CAR must acquire the services of a qualified environmental professional(s) to coordinate, direct, and oversee the brownfields assessment activities at a particular site, if they do not have such a professional on staff.
2. The CAR is responsible for ensuring that contractors and subgrant recipients comply with the terms of their agreements with the CAR, and that agreements between the CAR and subgrant recipients and contractors are consistent with the terms and conditions of this agreement.
3. Subgrants are defined at 40 CFR 31.3. The CAR may not subgrant to for-profit organizations. The CAR must obtain commercial services and products necessary to carry out this agreement under competitive procurement procedures as described in 40 CFR 31.36. In addition, EPA policy encourages awarding subgrants competitively and the CAR must consider awarding subgrants through competition.
4. The CAR is responsible for assuring that EPA's Brownfields Assessment Grant

funding received under this grant, or in combination with any other previously awarded Brownfields Assessment grant does not exceed the \$200,000 assessment grant funding limitation for an individual brownfield site. Waiver of this funding limit for a brownfields site must be approved by EPA prior to the expenditure of funding exceeding \$200,000. In no case may EPA funding exceed \$350,000 on a site receiving a waiver.

(Note: Cooperative Agreement Recipients expending funding from a community-wide assessment grant on a particular site must include such funding amount in any total funding expended on the site.)

D. Quarterly Progress Reports

1. The CAR must submit progress reports on a quarterly basis (30 days after the end of each Federal fiscal quarter) to the EPA Project Officer. The progress reports must document incremental progress at achieving the project goals and milestones. Quarterly progress reports must include:

- a. Documentation of progress at meeting performance outcomes/outputs, project narrative, project time line and an explanation for any slippage in meeting established output/outcomes.
- b. An update on project milestones.
- c. A budget recap summary page with the following headings: Current Approved Budget; Costs Incurred this Quarter; Costs Incurred to Date; and Total Remaining Funds.
- d. If applicable, quarterly reports must specify costs incurred at petroleum contaminated brownfields sites.
- e. *Recipient quarterly reports must clearly identify which activities performed during the reporting period were undertaken with EPA funds, and must relate EPA-funded activities to the objectives and milestones agreed upon in the work plan including a list of sites where assessment activities were completed. To the extent consistent with the EPA approved scope of work for this agreement, activities undertaken with EPA funds to be included in quarterly performance and financial reporting may include:*

1. *Acres per property*
2. *Assessments completed*
3. *No cleanup required*
4. *Types of contaminants assessed*
5. *Acres of greenspace to be created/preserved*
6. *Number of properties with one or more engineering/institutional controls*
7. *Redevelopment underway*
8. *Funds leveraged*
9. *Jobs leveraged*
10. *Health monitoring studies, insurance, institutional controls funded*

2. The CAR must maintain records that will enable it to report to EPA on the amount of funds expended on specific sites under this grant.

3. The CAR must maintain records that will enable it to report to EPA on the amount of funds expended by the CAR at petroleum sites identified in the EPA approved scope of work.

4. The CAR must complete and submit relevant portions of the Property Profile Form

(available at <http://www.epa.gov/brownfields/pubs/rptforms.htm> or from the EPA Project Officer) reporting the commencement of a Phase I assessment, the expenditure of \$1,000 or more of grant funds at a property or the completion of a property assessment. The CAR must submit the updated Property Profile Form reflecting such events within 30 days after the end of the Federal fiscal quarter in which the event occurred.

5. In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

III. FINANCIAL ADMINISTRATION REQUIREMENTS

A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

1. To the extent allowable under the scope of work, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess, and conduct planning and outreach. Eligible programmatic expenses include activities described in Section IV of these Terms and Conditions. In addition, such eligible programmatic expenses may include:

- a. Determining whether assessment activities at a particular site are authorized by CERCLA 104(k);
- b. Ensuring that an assessment complies with applicable requirements under Federal and State laws, as required by CERCLA 104(k);
- c. Using a portion of the grant to purchase environmental insurance for the characterization or assessment of the site. Funds may not be used to purchase insurance intended to provide coverage for any of the Ineligible Uses under Section B.
- d. Any other eligible programmatic costs including direct costs incurred by the recipient in reporting to EPA; procuring and managing contracts; awarding and managing subgrants to the extent allowable under III. B. 2.; and carrying out community involvement pertaining to the assessment activities.

B. Ineligible Uses of the Funds for the Cooperative Agreement Recipient

1. Cooperative agreement funds shall not be used by the CAR for any of the following activities:

- a. Cleanup activities;
- b. Development activities that are not brownfields assessment activities (e.g., construction of a new facility);
- c. Job training unrelated to performing a specific assessment at a site covered by the grant;
- d. To pay for a penalty or fine;

- e. To pay a federal cost share requirement (for example, a cost-share required by another Federal grant) unless there is specific statutory authority;
 - f. To pay for a response cost at a brownfields site for which the recipient of the grant or subgrant is potentially liable under CERCLA §107;
 - g. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the assessment; and
 - h. Unallowable costs (e.g., lobbying and fund raising) under applicable OMB Circulars.
2. Under CERCLA 104(k)(4)(B), administrative costs are prohibited costs under this agreement. Prohibited administrative costs include all indirect costs under applicable OMB Circulars.
- a. Ineligible administrative costs include costs incurred in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the *Uniform Administrative Requirements for Grants* contained in 40 CFR Part 31. Direct costs for grant administration, with the exception of costs specifically identified as eligible programmatic costs, are ineligible even if the grant recipient is required to carry out the activity under the grant agreement.
 - b. Ineligible grant administration costs include direct costs for:
 - (1) Preparation of applications for Brownfields grants;
 - (2) Record retention required under 40 CFR 31.42;
 - (3) Record-keeping associated with supplies and equipment purchases required under 40 CFR 31.32 and 31.33;
 - (4) Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 40 CFR 31.30;
 - (5) Maintaining and operating financial management systems required under 40 CFR 31;
 - (6) Preparing payment requests and handling payments under 40 CFR 31.21;
 - (7) Non-federal audits required under 40 CFR 31.26 and OMB Circular A-133; and
 - (8) Close out under 40 CFR 31.50.
3. Cooperative agreement funds may not be used for any of the following properties:
- a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);
 - b. Facilities subject to unilateral administrative orders, court orders, administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;
 - c. Facilities that are subject to the jurisdiction, custody or control of the United States

government except for land held in trust by the United States government for an Indian tribe; or

- c. A site excluded from the definition of a brownfields site for which EPA has not made a property-specific funding determination.

C. Interest -Bearing Accounts and Program Income

1. In accordance with 40 CFR 31.25(g)(2), the CAR is authorized to add program income to the funds awarded by the EPA and use the program income under the same terms and conditions of this agreement. Program income for the assessment CAR shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income includes, but is not limited to, fees charged for conducting assessment, site characterizations, clean up planning or other activities when the costs for the activity is charged to this agreement.

2. The CAR must deposit advances of grant funds and program income (e.g., fees) in an interest bearing account.

- a. Interest earned on advances, CARs are subject to the provisions of 40 CFR §31.21(i) to remitting interest on advances to EPA on a quarterly basis.
- b. Interest earned on program income is considered additional program income.

IV. ASSESSMENT ENVIRONMENTAL REQUIREMENTS

A. Quality Assurance (QA) Requirements

1. When environmental samples are collected as part of the brownfields assessment, the CAR shall comply with 40 CFR Part 31.45 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

B. Completion of Assessment Activities

1. The CAR shall properly document the completion of all activities described in the EPA approved scope of work. This must be done through a final report or letter from a qualified environmental professional, or other documentation provided by a State or Tribe that shows assessments are complete.

C. All Appropriate Inquiry

1. As required by CERCLA §104(k)(2)(B)(ii) and CERCLA §101(35)(B), the CAR shall ensure that a "Phase I" site characterization and assessment carried out under this agreement will be performed in accordance with ASTM standard E1527-2000 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," until EPA promulgates final federal standards governing the conduct of "all appropriate inquiry." After EPA promulgates final regulations governing the conduct of all appropriate inquiry, Phase I site characterizations and assessments will have to be conducted in compliance with the final regulations. This does not preclude the use of grant funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable State standards.

V. Conflict of interest: Appearance of lack of Impartiality

A. Conflict of Interest

1. The CAR shall establish and enforce conflict of interest provisions that prevent the award of subgrants that create real or apparent personal conflicts of interest, or the CAR's appearance of lack of impartiality. Such situations include, but are not limited to, situations in which an employee, official, consultant, contractor, or other individual associated with the CAR (affected party) approves or administers a grant or subgrant to a subgrant recipient in which the affected party has a financial or other interest. Such a conflict of interest or appearance of lack of impartiality may arise when:

- (i) The affected party,
 - (ii) Any member of his immediate family,
 - (iii) His or her partner, or
 - (iv) An organization which employs, or is about to employ, any of the above,
- has a financial or other interest in the subgrant recipient.

Affected employees will neither solicit nor accept gratuities, favors, or anything of monetary value from subgrant recipients. Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by affected parties.

VI. PAYMENT AND CLOSEOUT

A. Payment Schedule

1. The CAR may request payment from EPA pursuant to 40 CFR §31.21(c).

B. Schedule for Closeout

1. Closeout will be conducted in accordance with 40 CFR 31.50.

ENVIRONMENTAL RESULTS - RECIPIENT PERFORMANCE REPORTING

Recipients subject to 40 C.F.R. Part 31 (other than recipients of State or Tribal Program grants under 40 C.F.R. Parts 35 Subparts A or B)

Performance Reports:

In accordance with 40 C.F.R. §31.40, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) a comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement workplan for the period; 2) the reasons for slippage if established outputs/outcomes were not met; and 3) additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs.

In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

Recipient: City of Sandusky
Grant Number: BF96598801

PO: Lois Betka
GS: Frances Shields

Date Reviewed: 12/13/2006
Reviewed by: Lois Betka

Reason for Review: FY2006 Post-award Monitoring

Programmatic Baseline Questions

- 1) Are all applicable programmatic Terms and Conditions (T/Cs) met? These may include QA requirements, additional reporting, necessary approvals, etc. The T&Cs are being met. USEPA approved Malcolm Pirnie's QAPP 05/2006 and the QAPP for Conestoga Rovers was submitted 05/2006. These consultants were hired in 01/2006 after the city reviewed 22 proposals submitted in response to the 11/2005 RFQ. Site eligibility determinations have been submitted for USEPA approval and 5 VAP and 4 ASTM Phase I ESAs have been completed.
- 2) After reviewing recipient progress and IFMS, is the recipient spending/drawdown reasonable? According to IFMS \$34,853 has been drawn down to date. The City is behind on draws as the last quarterly report indicated expenditures of \$135,421 for petrol and \$26,270 for hazardous assessment. The PO emailed a reminder to draw down as invoices are received.
- 3) After reviewing recipient progress and the original (or amended) scope of work, is recipient's progress reasonable and expected? Yes, it's very good.
- 4) Are progress reports, or other milestones, being submitted in a timely manner? Yes.
- 5) Have there been any changes to the key personnel for this project? Yes, on 4/14 Jeff Rosekelly, P.E., Dept. of Engineering Services, took over project management duties from Angela Byington, the Chief Planner in the Dept. of Community Development, who developed the grant application.
- 6) Has the scope of work for this project changed from the original? No.
- 7) Is the recipient accessible and responsive? Yes.
- 8) Is there a need to amend the award? Reasons may include changes in key personnel or scope of work, need for additional funds, rebudgeting, or additional time. No.
- 9) Based upon this review, should this project/recipient be referred for additional review such as administrative or programmatic on-site or off-site reviews? No.
- 10) Are you aware of any administrative or programmatic concerns for this recipient or project? No.

Administrative Baseline Questions

- 1) Are all applicable administrative Terms and Conditions (T/Cs) met? These may include necessary approvals, pre-award conditions, completed 4700-4, etc.
- 2) After reviewing IFMS, is recipient spending/drawdown reasonable?
- 3) Has the recipient submitted required, as applicable,
 - a. MBE/WBE reports?
 - b. Annual Financial Status Reports?
 - c. A-133 Audit reports?
- 4) Has the recipient submitted a no-cost extension request under 40 CFR 30.25 (f)(2)?
- 5) Is there a need to amend the award? Reasons may include need for additional funds, rebudgeting, or need for additional time.
- 6) Based upon this review, should this project/recipient be referred for additional review such as administrative or programmatic on-site or off-site reviews?
- 7) Are you aware of any administrative or programmatic concerns for this recipient or project?

Please provide any explanatory comments to the above questions here.

Please record any follow-up or corrective actions that are necessary here.



Document Review

IFMS Document: GO BF96598801

12/12/06

Document Summary: General Ledger Entries**Doc Type:** GO**Doc No:** BF96598801**Vendor Code:** 346401311**GICS Grant No:** 965988010**GICS Budget Start Date:** 09/01/2005**GICS Budget End Date:** 09/01/2007**GICS Project Start Date:** 09/01/2005**GICS Project End Date:** 09/01/2007**Order Date:** 09/23/05**Effective Date:** 09/23/05**Closed Date:****End Date:****Servicing Finance Office:** AP05**Order Amount:** \$400,000.00**Paid Amount:** \$34,853.59**Available Amount:** \$365,146.41**Vendor:** SANDUSKY, CITY OF**Document Details:**

Line#	Line Amt	Paid Amt	Available Amt	BFY	Fund	Org	Program	Job	BOC	CostOrg	Comments
001	\$200,000.00	\$11,621.34	\$188,378.66	2005	E4	0500AG7	402D79E	G54JONBH	4114		0505STX035
002	\$200,000.00	\$23,232.25	\$176,767.75	2005	E4	0500AG7	402D79EBP	G54KORBH	4114		0505STX035

Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
08/08/06	\$30,014.57	DA A6000479303	Forward						
02/15/06	\$4,839.02	DA A6000463043	Forward						
09/23/05	\$400,000.00	RQ 0505STX035	Back						

Warehouse Homepage
EPA@Work Home | EPA Internet | Comments
http://iasint.rtpnc.epa.gov/neis/ifms_web.finance_result
This web page was last updated on 08/08/2006.
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This page coordinated by: Virginia Reagan

Karla Auker/R5/USEPA/US
12/18/2006 05:54 AM

To Lois Betka/R5/USEPA/US@EPA
cc
bcc
Subject Re: Quarterly Report July-Sept 2006

Lois - Is Sandusky the only quarterly you want me to look at? It's accurate. Give me a call about the other ones. I'll be available until 9:30 EST today, then I'll be out of the house and not near my files. I'm sorry but I can't remember which quarterlies I was supposed to look up!

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov
Lois Betka/R5/USEPA/US

Lois Betka/R5/USEPA/US
12/13/2006 06:35 PM

To Jeff Rosekelly <Jeff.Rosekelly@ci.sandusky.oh.us>
cc Karla Auker/R5/USEPA/US@EPA
Subject Re: Quarterly Report July-Sept 2006

Hello Jeff.

Thank you for your informative report. Via EPA's data warehouse, we check on drawdowns and encourage recipients to draw funds as soon as invoices are expected. The federal funds are meant to be an advance, not a reimbursement. The City should draw down regularly but try not to keep federal cash on hand longer than 3 days or so. Your Q4 report indicates cumulative expenses of \$135,421 for petroleum and \$26,270 for hazardous assessments, but our IFMS shows only \$35,853 has been drawn down. Are your consultants slow in submitting invoices? Please have your finance office draw down as soon as you expect or need to pay invoices.

Best wishes for the holidays.

Lois

Jeff Rosekelly <Jeff.Rosekelly@ci.sandusky.oh.us>



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusk
y.oh.us>

11/10/2006 12:43 PM

To Lois Betka/R5/USEPA/US@EPA
cc

Subject Quarterly Report July-Sept 2006

Attached please find the quarterly report for US EPA Assesment Grant for the period July-Sept. 2006, for the City of Sandusky. If you have any questions, please contact me by email or by phone at 419-627-5830.

Thanks,
Jeff Rosekelly

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419)627-5830[attachment "07-1006qreport.doc" deleted by Karla Auker/R5/USEPA/US]

Lois Betka /R5/USEPA/US
12/13/2006 05:21 PM

To Jeff Rosekelly <Jeff.Rosekelly@ci.sandusky.oh.us>
cc Karla Auker/R5/USEPA/US
bcc
Subject Re: Quarterly Report July-Sept 2006

Hello Jeff,
Thank you for your informative report. Via EPA's data warehouse, we check on drawdowns and encourage recipients to draw funds as soon as invoices are expected. The federal funds are meant to be an advance, not a reimbursement. The City should draw down regularly but try not to keep federal cash on hand longer than 3 days or so. Your Q4 report indicates cumulative expenses of \$135,421 for petroleum and \$26,270 for hazardous assessments, but our IFMS shows only \$35,853 has been drawn down. Are your consultants slow in submitting invoices? Please have your finance office draw down as soon as you expect or need to pay invoices.
Best wishes for the holidays.
Lois

Jeff Rosekelly <Jeff.Rosekelly@ci.sandusky.oh.us>



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky.oh.us>

To

11/10/2006 12:43 PM

Subject Quarterly Report July-Sept 2006

Attached please find the quarterly report for US EPA Assesment Grant for the period July-Sept. 2006, for the City of Sandusky. If you have any questions, please contact me by email or by phone at 419-627-5830.

Thanks,
Jeff Rosekelly

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870



Phone: (419)627-5830 07-1006qreport.doc

Karla Auker /R5/USEPA/US

11/30/2006 10:57 AM

To gpackan@ci.sandusky.oh.us, "Bremer, Dan"
<DBremer@PIRNIE.COM>
cc "Bowe, Betsy" <BBowe@pirnie.com>, "Pinto, Don"
<DPinto@PIRNIE.COM>, Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky.oh.us>, Lois
bcc

Subject Re: Sandusky Mack Iron Project

Gary - I have reviewed the *Site Specific Sampling and Analysis Plan for a Phase II Environmental Assessment Under the City's U.S. EPA Assessment Grant for the Mack Iron Works Company Parcel, 0 Warren Street, Sandusky, Ohio 44870* and find the document approvable as submitted. However, as Dan Bremer from Malcolm Pirnie and I discussed this morning on the telephone, because the railroad industry has a history of using large quantities of herbicides to control weeds around railroad tracks, I suggest you evaluate the benefit of analyzing soil samples for herbicides. If the Malcolm Pirnie risk assessors determine that it would be beneficial to evaluate soils for herbicides, please submit an addendum letter to me describing the sampling.

Sincerely,

Karla Auker
BF Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov



Karla Auker/R5/USEPA/US

10/30/2006 10:36 AM

To jeff.rosekelly@ci.sandusky.oh.us

cc "Bremer, Dan" <DBremer@PIRNIE.COM>, "Bowe, Betsy" <BBowe@pirnie.com>, Lois Betka/R5/USEPA/US@EPA

bcc

Subject Re: Deep Water Marina - Phase II final work plan approval

Dear Mr. Rosekelly:

Dan Bremer from Malcolm Pirnie asked me to send you an e-mail confirming that paying Ohio EPA to conduct sediment sampling at the Deep Water Marine Site was an allowable cost under your U.S. EPA Brownfields Assessment Grant. I assure you it is an allowable cost. The attached work plan approval is sufficient documentation that U.S. EPA approves of the Sandusky's proposal to pay Ohio EPA to perform the sediment sampling.

Thank you for being conscientious in the management of your grant. If you have any questions, please do not hesitate to give me a call.

Sincerely,

Karla Auker
BF Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440) 250-1741
auker.karla@epa.gov

Dear Mr. Rosekelly:

I have reviewed the revisions to the *Site-Specific Sampling and Analysis Plan and Health and Safety Plan for a Phase II Environmental Site Assessment Under the City's U.S. EPA Assessment Grant, Deep Water Marina Property*. The revisions, which have been added to the original sampling plan, address sediment sampling to be conducted by Ohio EPA, SIFU (see attached August 31, 2006 e-mail). These revisions and the final sampling plan are approved as submitted, therefore sediment sampling may commence as soon as needed.

If you have any questions regarding this work plan approval, please feel free to contact me via telephone or e-mail.

Sincerely,

Karla Auker
BF Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov

Dear Mr. Rosekelly:

I have reviewed the document entitled *Site -Specific Sampling and Analysis Plan and Health and Safety Plan for a Phase II Environmental Site Assessment Under the City's U.S. EPA Assessment Grant, Deep Water Marina Property* which was submitted directly to me by your consultant, Dan Bremer of Malcolm Pirnie, Inc. The sampling plan is acceptable as submitted and assessment work may begin after your approval of the plan.

It is my understanding that in the near future an addendum to this plan will be submitted to address sediment sampling. I suggest that the current plan remain in draft form until the addendum is submitted and approved. Once the addendum is approved by U.S. EPA, I would like to have a final sampling and analysis plan submitted that includes both this initial Phase II sampling plan as well as the addendum.

If you have any questions or comments regarding this approval, please contact me at the number listed below or via my cell phone, (330) 730 - 1106.

Sincerely

Karla Auker
Brownfields Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440) 250-1741
auker.karla@epa.gov

DEPARTMENT OF ENGINEERING SERVICES

ENGINEERING • BUILDING • WATER • WASTEWATER • TRAFFIC SERVICES • STREETS

JEFFREY W. ROSEKELLY, P.E.

PROJECT ENGINEER

BROWNFIELD COORDINATOR

222 Meigs Street

SANDUSKY, OHIO 44870

Phone (419) 627-5830

Fax: (419) 627-5933

October 30, 2006

Ms. Tiffani Kavalec, Manager

Ohio EPA

Site Assessment & Brownfield Revitalization Program

Division of Emergency & Remedial Response

P.O. Box 1049

122 South Front Street

Columbus, OH 43216-1049

Re: Commitment to pay costs for sediment sampling

Dear Ms. Kavalec:

The City of Sandusky has received a cost estimate for sediment sampling at the Deepwater Marina property and Coal Dock No. 1 & 2. The City of Sandusky agrees to pay the Ohio EPA for the costs associated with the proposed work. The City of Sandusky will utilize funds from their U.S. EPA Brownfield Assessment Grant to pay these costs. This payment has been authorized as an allowable cost under the grant, and the City has been approved by the U.S. EPA to pay Ohio EPA to perform the sediment sampling.

If you have any questions please feel free to contact me at 419-627-5830 or by e-mail at jrosekelly@ci.sandusky.oh.us.

Sincerely,

Jeffrey W. Rosekelly

Project Engineer

Brownfield Coordinator



Karla Auker/R5/USEPA/US

10/26/2006 06:30 AM

To jeff.rosekelly@ci.sandusky.oh.us

cc "Bremer, Dan" <DBremer@PIRNIE.COM>, "Bowe, Betsy" <BBowe@pirnie.com>, Lois Betka/R5/USEPA/US@EPA

bcc

Subject Re: Deep Water Marina - Phase II final work plan approval

Dear Mr. Rosekelly:

I have reviewed the revisions to the to the *Site -Specific Sampling and Analysis Plan and Health and Safety Plan for a Phase II Environmental Site Assessment Under the City's U.S. EPA Assessment Grant, Deep Water Marina Property*. The revisions, which have been added to the original sampling plan, address sediment sampling to be conducted by Ohio EPA, SIFU (see attached August 31, 2006 e-mail). These revisions and the final sampling plan are approved as submitted, therefore sediment sampling may commence as soon as needed.

If you have any questions regarding this work plan approval, please feel free to contact me via telephone or e-mail.

Sincerely,

Karla Auker
BFI Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440) 250-1741
auker.karla@epa.gov

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Brownfields Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov



Karla Auker/R5/USEPA/US

08/31/2006 01:02 PM

To jeff.rosekelly@ci.sandusky.oh.us

cc "Bremer, Dan" <DBremer@PIRNIE.COM>, "Bowe, Betsy" <BBowe@pirnie.com>, Lois Betka/R5/USEPA/US@EPA

bcc

Subject Re: Deep Water Marina - Phase II work plan approval

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
Karla Auker
Brownfields Project Manager

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Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov



Padmavati
Bending/R5/USEPA/US
08/30/2006 03:49 PM

To Lois Betka/R5/USEPA/US@EPA
cc Joseph Dufficy/R5/USEPA/US@EPA, Karla
Auker/R5/USEPA/US@EPA
bcc

Subject Re: Question - Please respond 

History:  This message has been replied to.


ATTORNEY CLIENT PRIVILEGED
WORK PRODUCT
FOIA EXEMPT

Lois - sorry - you're right - I was focusing on the words "for procurement" and not the rest of the sentence - "use of common goods or services". If the City enters a written agreement with the State for use of common goods or services (sediment sampling), then that would take care of their procurement requirements.

I still need to know, however, if we have money from one federal grant becoming program income (fees) on another federal grant before we can know if the entire arrangement is okay. - pgb

Padmavati G. Bending
Associate Regional Counsel
U.S. EPA, Region 5, ORC
77 West Jackson Blvd, C-14J
Chicago, IL 60604-3511
(312) 353-8917
Lois Betka/R5/USEPA/US


Lois Betka/R5/USEPA/US
08/30/2006 03:28 PM

To Padmavati Bending/R5/USEPA/US@EPA
cc Joseph Dufficy/R5/USEPA/US@EPA, Karla
Auker/R5/USEPA/US@EPA
Subject Re: Question - Please respond 


Padma

I don't think 31.36(b)(5) is an exception. Unfortunately, there's no definition of "Intergovernmental Agreement" in Part 31 Subpart A, but the definition in Part 35 Subpart O states it's "Any written agreement between units of government under which one public agency performs duties for or in concert with another public agency using EPA assistance. This includes substate and interagency agreements." I would like to think the framers would have used this same definition in Part 31 and if they had, I would think Sancusky could write an agreement to pay OEPA with CA money.

Lois
Padmavati Bending/R5/USEPA/US



Padmavati
Bending/R5/USEPA/US
08/30/2006 12:59 PM

To Lois Betka/R5/USEPA/US@EPA
cc Joseph Dufficy/R5/USEPA/US@EPA, Karla
Auker/R5/USEPA/US@EPA
Subject Re: Question - Please respond 

ATTORNEY CLIENT PRIVILEGED
WORK PRODUCT
FOIA EXEMPT

Okay - I have a couple of questions -- is the state paying for the sediment sampling with our money in the first place? Or is the service of providing sediment sampling part of the State's program under the MOA they have with us that allows them to get CERCLA 128 monies from us? Or is that service a separate part of the State's program, not funded by us?

It looks to me as if the City is contracting with the State for the sediment sampling services - this does not fall under the intergovernmental agreement exception in the grants regs (that part of the reg is encouraging governmental entities to reach a written agreement about how to procure services together instead of separately - say through one office - so it doesn't cover them procuring services from each other) - so the City is going to have to show that this "contract" fulfills the procurement requirements under the grants regs.

But I need to know more about the State services before I can opine fully on this. - pgb

Padmavati G. Bending
Associate Regional Counsel
U.S. EPA, Region 5, ORC
77 West Jackson Blvd, C-14J
Chicago, IL 60604-3511
(312) 353-8917
Lois Betka/R5/USEPA/US

Lois Betka/R5/USEPA/US
08/30/2006 11:43 AM

To Joseph Dufficy/R5/USEPA/US@EPA, Padmavati
Bending/R5/USEPA/US@EPA
cc Joseph Dufficy/R5/USEPA/US@EPA, Karla
Auker/R5/USEPA/US@EPA
Subject Re: Question - Please respond

Sounds like EPA funds become program income for other EPA funds, so I'm forwarding this to Padma. Maybe her brownfields lawyers' group has discussed it. We want to encourage grantees to charge fees so they can expand services, but why would we want the fees to come from "our" other grants? Plus we already know that states aren't reporting PI in FSRs.

It's not a procurement issue for the state - the state isn't procuring. It's not a procurement issue for the municipality because any Part 31 grantee/subgrantee is encouraged to enter into State and local intergovernmental agreements [31.36(b)(5)] "to foster greater economy and efficiency...for procurement or use of common goods or services."

Joseph Dufficy/R5/USEPA/US



Joseph
Dufficy/R5/USEPA/US
Sent by: JOSEPH DUFFICY

08/29/2006 09:33 PM

To Karla Auker/R5/USEPA/US@EPA
cc Lois Betka/R5/USEPA/US@EPA
Subject Re: Question - Please respond

lets talk and bring Lois into the conversation. this is a poser. I think its mostly a procurement issue...but I just don't know for sure whether the answer is yes or no.

As an aside--I had a long talk with IEPA on the reverse end of this question. Illinois EPA provides its brownfield finanacial support to communities in this state via "interagency agreements"...as do a number of states and obviously as we would and do with the Army Corps, etc. These same IAGs are the loan payback mechanism for IEPA's BCRLF loans. IEPA's brownfield program is broke and the legislature refused to reauthorize the money this past June. IEPA wants to use some of the 128 money to finish some of the state projects as the legislature also wiped millions from existing agreements similar to our recession last year...didn't matter whether there was more work or not... So we have lots of money flow issues. We're also in bad shape here in Illinois (spoken as a taxpayer) and resident of the state. Illincis has cver 12 million people 10,000's of BFs and now no freeing brownfield program...eegads...anyhow....

The Army Corps has several programs which "require" municipal investment or match. I don't see why it could not work in reverse here too, ie., why Sandusky could not pay OEPA for services rendered-- it seems to be efficient--unless it violates our procurement regs that is-- and unless Ohio has no mechanism to accept the cash...that is provided you also believe the work is required and necessary for the project. As another aside most states don't want to be seen as providing services which compete with the private sector...yet here--its the private sector asking for the service....on behalf of its client....strange.

Another potential kickout: Is this work required under state law? ie., is Sandusky being compelled to do this uncer permit or order?

Joe Dufficy
US EPA Region 5
Brownfield and NPL Reuse Section
312.886.1960--land line
312.802.9854--cell
312.886.6741--fax
Karla Auker/R5/USEPA/US



Karla Auker/R5/USEPA/US

To

08/29/2006 01:33 PM

Subject Question - Please respond

Joe - My gut response to the question posed in the attached e-mail is this:

I don't think Sandusky's grant can be used to pay OEPA for sediment sampling. However, Ohio EPA has a 128 grant from us so if they want to help out they might be able to use some of that money for the sampling. Who would pay for laboratory analysis? Would the samples go to the lab approved in the QAPP? I don't recall whether the QAPP included sediment sampling procedures and analysis, we need to check on that.

Joe - good answer? Any additional comments or suggestions?

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov

----- Forwarded by Karla Auker/R5/USEPA/US on 08/29/2006 02:32 PM -----



"Bremer, Dan"
<DBremer@PIRNIE.COM>

08/29/2006 02:19 PM

To Karla Auker/R5/USEPA/US@EPA
To
cc "Bowe, Betsy" <BBowe@pirnie.com>
"Bowe, Betsy" <BBowe@pirnie.com>
bcc

Fax to

Subject

Karla:

I wanted to make sure you received the Deep Water SAP.

Also I have contacted Ohio EPA (Tiffani Kavalec) to inquire as to whether we could sub their sediment vessel for collecting sediment cores from the submerged portion of the Deep Water Marina. This vessel has been used on the adjacent Geo Gradel site and to collect sediment samples at the Deep Water Marina in 2001 and 2002.

Can U.S. EPA Assessment Grant Funds be used to pay Ohio EPA for their services? This would be a good option then all of the sampling procedures will be the same for the area.

Let me know what your thoughts are when you get a chance or call with any questions.

Thanks

Daniel M. Bremer, CPG
Associate
Malcolm Pirnie, Inc.
1900 Polaris Parkway
Suite 200
Columbus, OH 43240
Phone: 614-430-2613

Lois Betka/R5/USEPA/US
08/30/2006 11:43 AM

To Joseph Dufficy/R5/USEPA/US@EPA, Padmavati
Bending/R5/USEPA/US@EPA
cc Joseph Dufficy/R5/USEPA/US@EPA, Karla
Auker/R5/USEPA/US@EPA

bcc

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Dufficy/R5/USEPA/US
Sent by: JOSEPH DUFFICY

08/29/2006 09:33 PM

To Karla Auker/R5/USEPA/US@EPA
cc Lois Betka/R5/USEPA/US@EPA

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Joe Dufficy
US EPA Region 5
Brownfield and NPL Reuse Section
312.886.1960--land line
312.802.9854--cell
312.886.6741--fax
Karla Auker/R5/USEPA/US



Karla Auker/R5/USEPA/US

To

08/29/2006 01:33 PM

Subject Question - Please respond

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25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov

----- Forwarded by Karla Auker/R5/USEPA/US on 08/29/2006 02:32 PM -----



"Bremer, Dan"
<DBremer@PIRNIE.COM>

08/29/2006 02:19 PM

To Karla Auker/R5/USEPA/US@EPA
To
cc "Bowe, Betsy" <BBowe@pirnie.com>
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Fax to

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1900 Polaris Parkway
Suite 200
Columbus, OH 43240
Phone: 614-430-2613



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky
.oh.us>

To
Subject Re: Fw: EPA Assessment Grant

08/10/2006 03:29 PM

Thank you very much for the quick and favorable reply. I will track and report the changes, and I hope to see you in Boston.

Thanks again,
Jeff

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419) 627-5830

>>> <Betka.Lois@epamail.epa.gov> 8/10/2006 3:31 PM >>>
Hi Jeff and Karla,

Under the Cooperative Agreement rules [40 CFR Part 31.30(c)] recipients have flexibility to transfer up to a cumulative ten percent of the total budget among approved budget line items, without EPA's prior approval. So the City may transfer up to \$20,000 in each budget (hazardous and petroleum) without asking EPA for a formal CA amendment. Having said that, we do want to approve out of state travel. So, Karla and I hereby approve your sending 3 brownfield staff to the Boston conference.

Please explain budget transfers in section 3.1 of your subsequent quarterly progress report, just to keep us informed.

You may find the rule on budget changes at <http://ecfr.gpoaccess.gov/>

If sometime in the future, you reach the cumulative limit of \$20,000 and wish to ask for a budget amendment, we would need a new SF424, and a 424A or this short form for budget revisions. (See attached file: Short form app1.wpd)

Thanks,
Lois

Karla
Auker/R5/USEPA/U
S

08/10/2006 12:44
PM

Lois Betka/R5/USEPA/US@EPA

To

cc

Subject
Fw: EPA Assessment Grant

Lois -- Do they need a work plan amendment or just a letter to move this money around? I'm in support of what they want to do.

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov

----- Forwarded by Karla Auker/R5/USEPA/US on 08/10/2006 01:38 PM -----

Jeff Rosekelly
<Jeff.Rosekelly@
ci.sandusky.oh.u
s>

08/10/2006 10:45
AM

Karla Auker/R5/USEPA/US@EPA

To
To
cc

bcc

Fax to

Subject
EPA Assessment Grant

Dear Karla,
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for equipment and supplies to travel. Since Angie Byington is no longer with the City, we have adopted more of a team approach to brownfields redevelopment and would like to send 3 staff members to Boston for the 2006 National Conference. I could not find any information regarding this in either the Work Plan or Cooperative Agreement, and would like to know if this allowable and what info I need to submit, or if I need to find another \$\$ source.


Thanks,
Jeff

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419) 627-5830

Lois Betka /R5/USEPA/US
08/10/2006 02:31 PM

To Jeff.Rosekelly@ci.sandusky.oh.us
cc Karla Auker/R5/USEPA/US@EPA
bcc
Subject Re: Fw: EPA Assessment Grant 

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Short form appl.wpd

Thanks.
Lois

Karla Auker/R5/USEPA/US



Karla Auker /R5/USEPA/US
08/10/2006 12:44 PM

To Lois Betka/R5/USEPA/US@EPA
cc

Subject Fw: EPA Assessment Grant

Lois - Do they need a work plan amendment or just a letter to move this money around? I'm in support of what they want to do.

Karla

Karla M. Auker
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Brownfields Project Manager
25089 Center Ridge Road
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(419)250-1741

auker.karla@epagov

----- Forwarded by Karla Auker/R5/USEPA/US on 08/10/2006 01:38 PM -----



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusk
y.oh.us>

08/10/2006 10:45 AM

To Karla Auker/R5/USEPA/US@EPA

To
cc

bcc

Fax to

Subject EPA Assessment Grant

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Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419) 627-5830



Karla Auker/R5/USEPA/US

08/10/2006 12:44 PM

To Lois Betka/R5/USEPA/US@EPA

cc

bcc

Subject Fw: EPA Assessment Grant

Lois - Do they need a work plan amendment or just a letter to move this money around? I'm in support of what they want to do.

Karla

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----- Forwarded by Karla Auker/R5/USEPA/US on 08/10/2006 01:38 PM -----



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky
.oh.us>

08/10/2006 10:45 AM

To Karla Auker/R5/USEPA/US@EPA

To
cc

bcc

Fax to

Subject EPA Assessment Grant

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City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419) 627-5830



Annette Vine /R5/USEPA/US

08/24/2005 11:34 AM


To

Subject P2K - Assigned Application Access: BF96598801-0 ->

You have been assigned to start the Award Process and been given read access to the Application titled:
BF 96598801-0 -> City of Sandusky.



Lois Betka/R5/USEPA/US
12/05/2005 11:32 AM

To: Karla Auker/R5/USEPA/US@EPA
cc: Angela Byington <atigges@ci.sandusky.oh.us>
bcc:
Subject: Re: Sandusky - Lois your opinion is needed 

Hi Angie,

An administrative condition regarding MBE/WBE participation in contracts and procurements is included on page 4 of your award document, item #3. If Sandusky wants to negotiate different "fair share" goals with USEPA, please contact the grants office at 312/353-4151. Otherwise you should make a good faith effort to achieve the percentage goals our agency has negotiated with the State of Ohio and that are included in your CA: 1.3% of your contract dollars for supplies, services and equipment for MBEs and 9.7% for WBEs. Based on your budget, that would translate to goals of about \$40 for supplies, \$55 for equipment and \$5,054 for services to MBEs; and \$291, \$407, and \$37,714 respectively for WBEs. EPA's goal is to assure that MBEs and WBEs are given the opportunity to participate in procurements and contracts under CAs and we require that you take (and document) the six affirmative steps laid out in the CA regulations at 40 CFR 31.36(e), as follows:

"(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2)(i) through (v) of this section."

There are examples and tips at this website:
<http://www.epa.gov/ogd/recipient/mw.htm>


I hope this info is helpful.

Lois

Karla Auker/R5/USEPA/US



Karla Auker/R5/USEPA/US
12/05/2005 10:28 AM

To: Angela Byington <atigges@ci.sandusky.oh.us>
cc: Lois Betka/R5/USEPA/US@EPA
Subject: Re: Sandusky - Lois your opinion is needed 

Angie - I don't think you have to give them special preference. You just can't not hire them because they are disadvantaged/minority owned. Do you agree Lois?

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov
Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>

11/28/2005 02:13 PM

To Karla Auker/R5/USEPA/US@EPA

To
cc

bcc

Fax to

Subject Re: Sandusky

Hi Karla,

We are reviewing our RFQ's. What kind of extra preference are we suppose to give to disadvantaged businesses / minority businesses?

Thanks

1.

MBE/WBE Utilization

Policy Goal

The policy goal of the MBE/WBE Programs is to assure that minority business enterprises (MBE) and woman business enterprises (WBE) are given the opportunity to participate in contract and procurement for supplies, construction, equipment and services under any EPA grant or cooperative agreement.

The Policy applies to all contracts/procurement for supplies, construction equipment and services under any EPA grant or cooperative agreement.

Authority

A. Fair Share Goals

In keeping with the principles set in the 1995 *Adarand Constructors, Inc. v. Peña*, 515 U.S. 200 decision, the EPA issued its revised MBE/WBE program guidance, *AGuidance for Utilization of Small, Minority and Women=s Business Enterprises in Procurement Under Assistance Agreements - 6010"* in July 1997.

The MBE Guidance requires Afair share@ goals for all Agency assistance programs.

The eight percent MBE/WBE minimum participation goal contained in EPA=s FY 1993 Appropriations Act, Pub. L. No. 102-389 and the ten percent goal and the 10% MBE/WBE goal contained in the Clean Air Act Amendments of 1990 now serve as overall, national goals for Agency assistance programs.

B. Negotiations of Fair Share Goals

Projects will comply with the MBE/WBE requirements. This includes ensuring adequate records are retained to demonstrate compliance. See 40 C.F.R. '31.36(B)(9), 40 C.F.R. '31.42, 40 C.F.R. 35.3165(C)(2)

C. Good Faith Efforts

The six affirmative steps are described in the CWSRF regulations at 40 C.F.R. '35.3145(d)(1)-(6), they represent good faith efforts to attract and utilize

MBE/WBEs.

D. Documentation/Reporting

EPA may take remedial action under 40 CFR '30.62 or 31.43 for a recipient's failure to comply.

Negotiation of Fair Share Goals

A fair share objective is a percentage based on the capacity and availability of qualified MBEs, and WBEs in the relevant geographic market for the procurement categories of construction, equipment, services and supplies compared to the number of all qualified entities in the same market for the same procurement categories.

EPA requires A fair share@ MBE/WBE procurement goals for construction, equipment, services and supplies.

Those goals are negotiated between EPA and States and/or recipients of EPA financial assistance awards.

Separate MBE and WBE goals should be clearly reflected in the analysis as the EPA requires separate goals for MBEs and another for WBEs for each of the four procurement categories.

The 8% MBE/WBE goal and the 10% MBE/WBE goal are treated by EPA as overall national goals. This allows for smaller or larger A fair share@ objectives to be negotiated for particular grants and cooperative agreements based on the availability standard.

Good Faith Efforts

Good faith efforts are activities by a recipient or its prime contractor to increase MBE/WBE awareness of procurement opportunities through race/gender neutral efforts.

EPA offers the following examples to assist recipients and prime contractors in carrying out the good faith efforts.

(1) Ensure MBE/WBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and local Government recipients, this will include placing MBE/WBEs on solicitation lists and soliciting them whenever they are potential sources.

(a) Maintain and update a listing of qualified MBE/WBEs that can be solicited for construction, equipment, services and/or supplies.

(b) Provide listings to all interested parties who request copies of the bidding or proposing documents.

(c) Contact appropriate sources within your geographic area and State to identify qualified MBE/WBE for placement on your MBE/WBE business listings.

(d) Utilize other MBE/WBE listings such as those of the State's Minority Business Office, the Small Business administration, Minority Business Development Agency (MBDA) of the Department of Commerce, EPA OSDBU, and DOT.

(e) have State environment agency personnel review solicitation lists.

(2) Make information of forthcoming opportunities available to MBE/WBEs and arrange time for contracts and establish delivery schedules, where requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(a) Develop realistic delivery schedules which may provide for greater MBE/WBE participation.

(b) Advertise through the minority media in order to facilitate MBE/WBE utilization. Such advertisements may include, but are not limited to, contracting and subcontracting opportunities, hiring and employment, or any other matter related to the project.

(c) Advertise in general circulation publications, trade publications, State agency publications and minority and women's business focused media concerning contracting opportunities on your projects. Maintain a list of minority and/or women's business-focused publications that may be utilized to solicit MBE/WBEs.

(3) Consider in the contracting process whether firms competing for large contracts could subcontract with MBE/WBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities in order to increase opportunities for participation by MBE/WBEs in the competitive process.

(a) Perform an analysis to identify portions of work that can be divided and performed by qualified MBE/WBEs.

- (b) Scrutinize the elements of the total project to develop economical units of work that are within the bonding range of MBE/WBEs.
 - (c) Conduct meetings, conferences, and follow-ups with MBE/WBE associations and minority media to inform these groups of opportunities to provide construction, equipment, services and supplies.
- (4) Encourage contracting with a consortium of MBE/WBEs when a contract is too large for one of these firms to handle individually.
- (a) Notify MBE/WBEs of future procurement opportunities so they may establish bidding solicitations and procurement plans.
 - (b) Provide MBE/WBE trade organizations with succinct summaries of solicitations.
 - (c) Provide interested MBE/WBEs with adequate information about plans, specifications, timing and other requirements of the proposed projects.
- (5) Use the services and assistance of the SBA and the MBDA.
- (a) Use the services of outreach programs sponsored by the MBDA and/or the SBA to recruit bona fide firms for placement on DBE bidders lists to assist these firms in the development of bid packaging.
 - (b) Seek out Minority Business Development Centers (MBDCs) to assist recipients and prime contractors in identifying MBE/WBEs for potential work opportunities on projects
- (6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in subparagraphs (1)-(5) of this section.

Documentation/Reporting

Recipients are required to maintain the records documenting compliance with requirements including documentation of its and its prime contractor's good faith efforts and data relied upon in formulating its fair share objectives.

In addition, a recipient of a Continuing Environmental Program Grant (e.g., a State) or other annual grant would be required to create and maintain a bidders list. Such a list must only be kept until the grant project period has expired and the recipient is no longer receiving EPA funding under the grant.

All recipients of continuing environmental program grants, institutions of higher education, hospitals and other non-profit organizations are required to report to EPA within 30 days following the end of each Federal fiscal year except for State and

local government recipients who will report on an annual basis.

EPA requires that a recipient report the total amount of financial assistance spent on procurement and the amount awarded to an MBE or WBE on EPA Form 5700- 52A.



Angela Byington
<atigges@ci.sandusky.oh.us
>

To
Subject Sandusky

11/30/2005 10:29 AM

Hello Lcis,

I have some questions regarding accounts for the assessment money we received. The letter of grant confirmation says that separate accounts must be maintained by site and type of substances. I had originally thought one account for petroleum and one for hazardous substances. Our finance dept. wants to put it all in their general account. I told them this was not acceptable. The ASAP paperwork reflects the single account number that they currently use.

How many accounts do we need? The Finance Departments problem with separate accounts is that they can only order checks in batches of 500. Would it be possible to have the separate accounts and then when they need to make payments to transfer that amount into the main account to write the checks? If so, what type of documentation would you need?

Lastly, as far as ASAP, should I call them directly with the new account numbers?

Thank you in advance for your assistance.

Angie Byington

She called &
I said they
have to account
for \$ spent on
Haz & Petrol
sites separately
but can use
1 bank account &
checkbook
UPB 11/30

Lois Betka/R5/USEPA/US
11/16/2005 05:29 PM

To Karla Auker/R5/USEPA/US@EPA
cc Angela Byington <atigges@ci.sandusky.oh.us>
bcc
Subject Re: Sandusky

Hi Angie,

1. No, a separate audit is not required. See Assurance #17. on Standard Form 424B that Mr. Will signed with your application - this assures that you'll have a single audit in accordance with OMB Circular 133, which can be reviewed at <http://www.whitehouse.gov/omb/circulars>

2. No, you're not expected to earn interest. We would like you to draw down only funds to meet your immediate cash needs. For example, when you incur travel costs or expect to receive an invoice.

3. The Catalog of Federal Domestic Assistance Number is 66.818 for Brownfields Assessment and Cleanup Cooperative Agreements.

Hope this info is helpful.

Lois

Karla Auker/R5/USEPA/US



Karla Auker/R5/USEPA/US
11/16/2005 03:38 PM

To Angela Byington <atigges@ci.sandusky.oh.us>
cc Lois Betka/R5/USEPA/US@EPA
Subject Re: Sandusky

Angie - These are questions for Lois. I will forward this e-mail to her.

Thanks

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake Ohio 44145
(440)250-1741
auker.karla@epagov
Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>
11/15/2005 12:33 PM

To Karla Auker/R5/USEPA/US@EPA
cc



Subject Sandusky

Hi Karla,

Would you be able to answer the following questions?

1. Is a separate audit required? If so, by who and when.
2. Is it required that the funds earn interest? (I read section C of the agreement "Interest-Bearing Accounts and Program Income" it says that we are to deposit - deposit advances of grant funds and program income into an interest bearing account. I don't know what deposit advances of grant funds are also, we would not be getting any program income from charging fees etc.
3. What is the federal CFDA number?

This information is required by our Finance Dept. Thank you so much for your assistance.

Angie

Pacific Islands, any instrumentality thereof, any multi-State, regional, or interstate entity which has governmental functions, and any Indian tribe as defined in this section.

Student Financial Aid (SFA) includes those programs of general student assistance, such as those authorized by Title IV of the Higher Education Act of 1965, as amended, (20 U.S.C. 1070 et seq.) which is administered by the U.S. Department of Education, and similar programs provided by other Federal agencies. It does not include programs which provide fellowships or similar Federal awards to students on a competitive basis, or for specified studies or research.

Subrecipient means a non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in § ___.210.

Types of compliance requirements refers to the types of compliance requirements listed in the compliance supplement. Examples include: activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; matching, level of effort, earmarking; and, reporting.

Vendor means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a vendor is provided in § ___.210.

Subpart B--Audits

§ ___.200 Audit requirements.

(a) Audit required. Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Guidance on determining Federal awards expended is provided in § ___.205.

(b) Single audit. Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single audit conducted in accordance with § ___.500 except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § ___.235. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003). Non-Federal

entities that expend less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in § __.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

(e) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

§ __.205 Basis for determining Federal awards expended.

(a) Determining Federal awards expended. The determination of when an award is expended should be based on when the activity related to the award occurs. Generally, the activity pertains to events that require the non-Federal entity to comply with laws, regulations, and the provisions of contracts or grant agreements, such as: expenditure/expense transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and direct appropriations; the disbursement of funds passed through to subrecipients; the use of loan proceeds under loan and loan guarantee programs; the receipt of property; the receipt of surplus property; the receipt or use of program income; the distribution or consumption of food commodities; the disbursement of amounts entitling the non-Federal entity to an interest subsidy; and, the period when insurance is in force.

(b) Loan and loan guarantees (loans). Since the Federal Government is at risk for loans until the debt is repaid, the following guidelines shall be used to calculate the value of Federal awards expended under loan programs, except as noted in paragraphs (c) and (d) of this section:

- (1) Value of new loans made or received during the fiscal year;
plus
- (2) Balance of loans from previous years for which the Federal Government imposes continuing compliance requirements; plus
- (3) Any interest subsidy, cash, or administrative cost allowance received.

(c) Loan and loan guarantees (loans) at institutions of higher education. When loans are made to students of an institution of higher education but the institution does not make the loans, then only the value of loans made during the year shall be considered Federal awards expended in that year. The balance of loans for previous years is not included as Federal awards expended because the lender accounts for the prior balances.

(d) Prior loan and loan guarantees (loans). Loans, the proceeds of which were received and expended in prior-years, are not considered Federal awards expended under this part when the laws, regulations, and the provisions of contracts or grant agreements pertaining to such loans impose no continuing compliance requirements other than to repay the loans.

(e) Endowment funds. The cumulative balance of Federal awards for endowment funds which are federally restricted are considered awards expended in each year in which the funds are still restricted.

(f) Free rent. Free rent received by itself is not considered a Federal award expended under this part. However, free rent received as part

Lois Betka /R5/USEPA/US

08/24/2005 05:10 PM

To

Subject BF96598801-0 City of Sandusky approved work plans

Hi Fran,

As requested by Annette Vine, I'm sending you (attached below) Sandusky's revised haz and petro work plans approved by the Program Manager, Karla Auker and me. Please include them in IGMS.

Thanks, Lois

----- Forwarded by Lois Betka/R5/USEPA/US on 08/24/2005 05:04 PM -----

Karla Auker /R5/USEPA/US

07/13/2005 01:18 PM



To Angela Byington <atigges@ci.sandusky.oh.us>

cc Lois Betka/R5/USEPA/US@EPA

Subject Re: Sandusky revised work plans 

Ms. Angela Byington
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870

Dear Ms Byington:

I have reviewed the City of Sandusky's FY05 Assessment Grant Cooperative Agreement Work Plan for the use of Petroleum Substances and Hazardous Substances. Both work plans are acceptable as submitted. Please attach a copy of each work plan, as well as a copy of this approval letter, to the you Cooperative Agreement application which you will be submitting to your U.S. EPA Grant Project Office, Lois Betka.

Congratulations, I look forward to working with you on this project. If you have any questions, please feel free to call or e-mail me.

Sincerely,

Karla Auker
Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov

Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>

06/27/2005 10:48 AM

To Karla Auker/R5/USEPA/US@EPA
cc Bbowe@pirnie.com

Subject sandusky revised work plans

Hi,

Here are the revised plans. When you have a chance could you please review them so i can send them on to Lois Betka is they are o.k.??

also, can you confirm the training dates of July 20 and 21st and would that be at the federal building on jackson? I would like to request the costs for travel etc. to be covered by our budget.

thanks for your assistance!!
angie

This email has been checked by Computer Associates Etrust antivirus



Draft Haz Waste Work Plan.doc Petro Plan Draft.doc

Annette Vine /R5/USEPA/US

To

08/23/2005 02:15 PM

Subject P2K - Assigned Application Access: BF96598801-0 ->

You have been assigned to start the Award Process and been given read access to the Application titled:
BF96598801-0 -> City of Sandusky.

Please forward the electronic workplan to this Grants Specialist.



1
6/27 Angie to Karla
Karla 8/24 4/13
g dnt -> Fran 8/24



Angela Byington
<atigges@ci.sandusky.oh.us>
>

To
Subject Fwd: Sandusky Budget

07/28/2005 01:07 PM

Hi Louis,

I know we went over the budget, but when i started it i got confused. Could you please read my e-mail to Karla Aucker and if it makes sense to you try to help me out? If it does not make sense please let me know and i will call you whenever you have time. Karla suggested i contact you.

tharks
angie byington

This email has been checked by Computer Associates Etrust antivirus

----- Message from "Angela Byington" <atigges@ci.sandusky.oh.us> on Thu, 28 Jul 2005 12:09:25 -0400

Subject: Sandusky Budget

More questions

I am filling in the budget and i did meet with Lois on this in Chicago but after reading the instructions i became confused again.

In section A, I believe Lois said to list brownfield assessment as one program but it sounded like i should list both haz waste and petro as two separate programs. second, in section A i thought lois said to put the total amount for the grant 400,000 - but in section D it asks for 1st year forecasted cash needs and in E future cash needs but the directions refer to breaking it up only if the projcet requires federal authorization in annual or other funding perioos increments. so, should i just put all 400,000 in Section D and skip Section E?

Lois did explain that i will need to breakdown my budget for both petro and haz in Sect. B - which i've done and that i will need to futher break them down to show specifics like travel - where i'm going and how much hotel is extra and then attach that to the budget. I am working on that now.

should i e-mail you my first attempt at the budget prior to sending it to Lois?

thanks for your assistance.
argue

Lois Betka/R5/USEPA/US
07/28/2005 11:57 AM

To Karla Auker/R5/USEPA/US, Angela Byington
<atigges@ci.sandusky.oh.us>
cc
bcc
Subject Re: Sandusky Coop. Agreement

Hi Angie,

Karla Auker/R5/USEPA/US



Karla Auker/R5/USEPA/US
07/28/2005 11:47 AM

To Angela Byington <atigges@ci.sandusky.oh.us>
cc Lois Betka/R5/USEPA/US@EPA
Subject Re: Sandusky Coop. Agreement

Angie - I am sorry but I can't help you with those questions.

Lois - I think this is your court. I sure am glad you are here!!

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(410) 250-1741
auker.karla@epa.gov
Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>

07/28/2005 11:25 AM

To Karla Auker/R5/USEPA/US@EPA
To
cc

bcc

Fax to

Subject Sandusky Coop. Agreement

Hi Karla,

I have a few questions for you, I'm finishing up my paperwork and am hoping to

get it in the mail tomorrow to Lois and copy to you.

1. What is the Catalog of Federal Assistance # and Title of Program under which assistance is being requested?

2. On the Preaward Compliance Review Report, does it matter if we ever use CDBG (HUD \$) for anything related to brownfields during the EPA grant period? We don't have plans now for it, so i am checking no on the form, but i wondered what the restrictions are.

Thank You!
Angie Byington

This email has been checked by Computer Associates Etrust antivirus

Sindusky

Lois Betka/R5/USEPA/US
07/19/2005 04:37 PM

To
Subject Fw: Meeting to go over your draft application??

Hi Angela,

I sent this yesterday to your old email address by mistake. I look forward to meeting you.

Also, I just noticed in your 6/27 email to Karla Auker (that she forwarded to me on 7/13 with her approval of your workplans) that you asked us to allow costs for participating in the 7/20-21 workshop to be charged to the grant. We will include a term and condition in the award allowing actual costs for travel, per diem, lodging, etc. approved by the city, to be charged. Please let me know the estimate.

I will be meeting with a few of the new Ohio applicants tomorrow morning at 10:30 and tomorrow evening after 5:00. Give me a call at 6-6039 from the lobby phone, or I can just look for you around registration time.

Have a good flight,

Lois

Thanks, Lois

----- Forwarded by Lois Betka/R5/USEPA/US on 07/19/2005 04:24 PM -----

Lois Betka/R5/USEPA/US
07/18/2005 04:45 PM

To
Subject Meeting to go over your draft application??

Hello to All,

Donna Braden has told me that most of you are registered for the Grants Administration Workshop in Chicago on July 20-21.

If anyone would like to meet to review draft applications, please let me know. I am available to meet from 9:00 AM to Noon or after 5:00 PM on Wednesday, July 20, and during breaks, lunch or after the workshop on July 21, i.e. 10:30-10:45 AM, 11:45-12:45, 3:30-3:45 or after 5:00 PM July 21.


Please give me a call at 312/886-6039 or email if you would like to set up a time for Wed. morning. I'll have a schedule sheet at the registration if you'd rather arrange it then.

Have a good trip to Chicago,

Lois



Karla Auker/R5/USEPA/US
07/18/2005 05:40 AM

To Angela Byington <atigges@ci.sandusky.oh.us>
cc Deborah Orr/R5/USEPA/US@EPA, Lois
Betka/R5/USEPA/US@EPA
bcc
Subject Re: Sandusky revised work plans 

Angie - I don't know whether they will go over the CA paperwork at the training. Last year, they didn't go over the paperwork, but the training was given after the CA application was due. They did have a project specialist, who would probably be able to answer any of your questions, give a presentation. I am copying Deb Orr, on this e-mail. She is coordinating the training and may be able to answer your question.

In the meantime, I suggest you call Lois Betka, the project officer assigned to Sandusky's grant, with any questions regarding the CA paperwork. Lois is very knowledgeable and easy to work with. Her phone number is (312) 886-6039.

I notice that your e-mail address is different on this letter than what I have in my file. Do you have a new address, or just two addresses?

Karla

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epa.gov
Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>
07/13/2005 02:39 PM

To Karla Auker/R5/USEPA/US@EPA
To
cc
bcc
Fax to

Re: Sandusky revised work plans

Subject

thanks a lot - i started on the forms - do you know if they will be reviewing the application at all at the training in chicago on the 20 and 21st??

>>> <Auker.Karla@epamail.epa.gov> 07/13/05 02:18PM >>>
Ms. Angela Byington
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870

Dear Ms Byington:

I have reviewed the City of Sandusky's FY05 Assessment Grant Cooperative Agreement Work Plan for the use of Petroleum Substances and Hazardous Substances. Both work plans are acceptable as submitted. Please attach a copy of each work plan, as well as a ~~copy of this approval letter~~, to the you Cooperative Agreement application which you will be submitting to your U.S. EPA Grant Project Office, Lois Betka.

Congratulations, I look forward to working with you on this project. If you have any questions, please feel free to call or e-mail me.

Sincerely,

Karla Auker
Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov

Angela Byington
<atigges@ci.sand
usky.oh.us>


06/27/2005 10:48
AM

Karla Auker/R5/USEPA/US@EPA
Bbowe@pirnie.com

To
cc



Karla Auker/R5/USEPA/US
07/13/2005 01:18 PM

To Angela Byington <atigges@ci.sandusky.oh.us>
cc Lois Betka/R5/USEPA/US@EPA
bcc
Subject Re: Sandusky revised work plans 

Ms. Angela Byington
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870

Dear Ms Byington:

I have reviewed the City of Sandusky's FY05 Assessment Grant Cooperative Agreement Work Plan for the use of Petroleum Substances and Hazardous Substances. Both work plans are acceptable as submitted. Please attach a copy of each work plan, as well as a copy of this approval letter, to the you Cooperative Agreement application which you will be submitting to your U.S. EPA Grant Project Office, Lois Betka.

Congratulations, I look forward to working with you on this project. If you have any questions, please feel free to call or e-mail me.

Sincerely,

Karla Auker
Project Manager

Karla M. Auker
U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
(440)250-1741
auker.karla@epagov
Angela Byington <atigges@ci.sandusky.oh.us>



Angela Byington
<atigges@ci.sandusky.oh.us>
>
06/27/2005 10:48 AM

To Karla Auker/R5/USEPA/US@EPA
cc Bbowe@pirnie.com

Subject sandusky revised work plans

Hi,

Here are the revised plans. When you have a chance could you please review them so i can send them on to Lois Betka is they are o.k.??

also, can you confirm the training dates of July 20 and 21st and would that be at the federal building on jackson? I would like to request the costs for travel etc. to be covered by our budget.

thanks for your assistance!!
angie

This email has been checked by Computer Associates Etrust antivirus



Draft Haz Waste Work Plan.doc Petro Plan Draft.doc



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:

May 13, 2005

SM-5J

Ms. Angela Byington
City of Sandusky
222 Meigs Street
Sandusky, OH 44870

Dear Ms. Byington,

Congratulations on the selection of Sandusky's proposals for brownfields assessments in the amount of \$200,000 for hazardous substances and \$200,000 for petroleum contaminated sites. The Region 5 Environmental Protection Agency staff look forward to working with you over the next few years. Your key contacts at EPA will be the Project Manager, Karla Auker (Auker.Karla@epa.gov, 440/250-1741) and me, the Project Officer. The next step in the process is to complete an Application for Federal Assistance. We will award the funds to the City for hazardous and petroleum contaminated sites in two separate accounts via a "Cooperative Agreement" which means there may be substantial federal involvement in reviewing the project, determining eligible sites, and providing technical assistance as requested. For the Cooperative Agreement (CA) application forms, please go to the following EPA website:
<http://www.epa.gov/ogd/AppKit/application.htm>

Please print out and follow the "Checklist for Applications." Each form includes instructions for its completion, but if you have questions, please call or send me an email. Please provide separate columns for the line item budgets in Section B of the Standard Form 424A for hazardous and petroleum site assessments. There is no standard form for the detailed itemized budget but it is required to show how you calculated the amounts requested by object class category. There are tips for preparing the budget detail at:
<http://www.epa.gov/ogd/recipient/tips.htm>

EPA Region 5 is planning a grants administration workshop for new brownfield recipients to be held in Chicago on July 20 and 21, 2005. We would like all new recipients to send a representative. If you wish to request that costs for travel, per diem and lodging for the workshop be covered by your CA budget, please let me know. You will soon hear from Karla Auker regarding an example workplan and the workplan submission date. Your workplan must be approved by Karla and submitted as an attachment to your CA application. The original and 2 copies of the application must be submitted to:

Sharon Green, Chief
Assistance Section
EPA Region 5, Mail Code 10J
77 W. Jackson Blvd.
Chicago IL 60604

Please call me at 312/886-6039 at your earliest convenience so that we can discuss a mutually agreeable target date for the submission of your application. We would like to complete the award process as soon as possible.

Sincerely,



Lois Betka
Project Officer
betka.lois@epa.gov
312/886-6039

cc: Karla Auker



Brownfields 2005 Grant Fact Sheet

Sandusky, OH

EPA Brownfields Program

EPA's Brownfields Program empowers states, communities, and other stakeholders in economic development to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. On January 11, 2002, President George W. Bush signed into law the Small Business Liability Relief and Brownfields Revitalization Act. Under the Brownfields Law, EPA provides financial assistance to eligible applicants through four competitive grant programs: assessment grants, revolving loan fund grants, cleanup grants, and job training grants. Additionally, funding support is provided to state and tribal response programs through a separate mechanism.

Community Description

The City of Sandusky was selected to receive two Brownfields assessment grants. Sandusky serves as the seat of government for Erie County and has a population of 27,030. The second largest land use in Sandusky is vacant brownfields and underutilized land. There are currently an estimated 372 acres of vacant industrial properties and possible brownfield sites in the city. They threaten the purity of ground water, which the city relies on for its entire water supply, and pose ecological impacts on Lake Erie. In addition, the city, which has an unusually high poverty concentration, is home to more than 65 percent of Erie County residents who live below the poverty level. The average household median income in Sandusky is also lower than the



Assessment Grants

New
2005

\$200,000 for hazardous substances

\$200,000 for petroleum

EPA has selected the City of Sandusky for two brownfields assessment grants. Hazardous substances funds will be used to conduct 15 to 20 Phase I site assessments and two to three Phase II site assessments, and complete remedial planning and design. Funds also will be used to conduct community involvement and outreach activities. Petroleum funds will be used to perform the same tasks at petroleum-contaminated sites.

Contacts

For further information, including specific grant contacts, additional grant information, brownfields news and events, and publications and links, visit the EPA Brownfields web site at: www.epa.gov/brownfields.

EPA Region 5 Brownfields Team

312-886-7576

<http://www.epa.gov/R5Brownfields/>

Grant Recipient: City of Sandusky, OH

419-627-5973

The cooperative agreement for this grant has not yet been negotiated; therefore, activities described in this fact sheet are subject to change.

state average. Brownfields redevelopment will provide public access to the waterfront, and a pedestrian and bicycle trail through the city. This redevelopment also will eliminate risks to human health and the environment, address environmental justice issues, increase the local tax base, generate jobs, and create greenspace.



Scott Schell
<Scott.Schell@ci.sandusky.oh.us>

03/07/2007 03:07 PM

To Lois Betka/R5/USEPA/US@EPA
cc Karla Auker/R5/USEPA/US@EPA
bcc

Subject Quarterly Brownfield Report - City of Sandusky, Ohio

Lois/Karla,

Attached please find the Quarterly Brownfield Report for the City of Sandusky. I apologize for it being late. I am slowly but surely taking over the supervision of the City's Brownfield Program from Jeff Rosekelly. I have a lot to learn, but I look forward to the challenge.

I very much look forward to working with you both in the future.

Sincerely,

Scott J. Schell
City of Sandusky, Ohio
Economic Development Specialist
Department of Development
PH. 419.627.5827
Fax 419.627.5825
Cell 567.219.0025
www.ci.sandusky.oh.us



Brownfield Qtrly Rpt Oct-Dec 06.pdf



CITY COMMISSIONERS

DANIEL J. KAMAN, President
DANNIE K. EDMON, Vice President
BRIAN C. CRANDALL
BRETT L. FUQUA, SR.
DENNIS E. MURRAY, JR.
CRAIG H. STAHL
DAVID L. WADDINGTON

MICHAEL J. WILL, City Manager
DONALD C. ICSMAN, Law Director
EDWARD A. WIDMAN, Finance Director
B. JOYCE BROWN, Commission Clerk

222 MEIGS STREET
SANDUSKY, OH 44870
Phone: 419.627.5844
FAX: 419.627.5825

www.ci.sandusky.oh.us

February 22, 2007

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: October-December 2006**

Dear Lois:

Enclosed please find the Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of October – December 2006.

We are excited to work with U.S. EPA on the Brownfields project. Please contact me at (419) 627-5827 if you have any questions or if any additional information is needed.

Sincerely,

Scott J. Schell
Department of Economic Development
City of Sandusky

enclosures

cc: Karla M. Auker, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auker.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants
Assistance ID No.: BF-96598801-0
Report No. 4
February 22, 2007

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: October 1, 2006 – December 30, 2006.

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites – This task has been completed. Eligibility information was submitted on previous properties and sent to U.S. EPA. Additional sites added this period included the Sandusky Ice House, Deep Water Marina, Battery Park Marine Services, Waldock, Sandusky Cabinets, and the Mack Iron Parcel. The City also completed its GIS Brownfields Database in March.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – The QAPP was approved in May 2006 for Malcolm Pirnie. A QAPP for Conestoga Rovers was submitted in May. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel. The City applied for and has received approval through the Clean Ohio Assistance fund for \$131,000 in Phase II costs for the Sandusky Cabinets Property. A site specific sampling plan will be developed for the Mack Iron Parcel and will supplement the Clean Ohio Phase II (Sandusky Cabinets and Mack Iron are contiguous parcels). Access agreements were procured from owners of two additional properties that passed site eligibility – and Phase Is were completed by Malcolm Pirnie on the Battery Park Marine Services property and Waldock property in July 2006. To-date VAP Phase I ESAs have been completed on Battery Park Marine Services, Waldock, Sandusky Cabinets, Mack Iron, and Deep Water Marina, and ATSM Phase I ESAs have been completed for the Coal Docks, Water Street Parking Lot, Jackson Street Parking Lot, and Pipe Street Nursery. Phase I ESAs were initiated on the Griffing Airport Property and MHD properties during this period.

Task 4: Conduct Phase II Environmental Site Assessments – This task is ongoing. The Phase II for Sandusky Cabinets will be paid for by the State of Ohio's Clean Ohio

Assistance Fund. We submitted a Site Specific Sampling Plan for the Deep Water Property to U.S. EPA on August 28, 2006. We received approval on the draft SAP on August 31, 2006. We submitted a revised SAP for the sediment sampling work on October 25, 2006 and received approval on October 26, 2006. During this time we also sampled sediments at a neighboring property, the Coal docks. Malcolm Pirnie is currently 95% complete with the Phase II ESA for the Deep Water Property. A Site Specific Sampling Plan and Health and Safety Plan was developed for the Mack Iron parcel October 31, 2006. Phase II soil sampling was conducted during the week of November 27 at the Mack Iron property. Geophysical survey was also conducted at the Mack Iron property during November. The Phase II for the Mack Iron property is 90% complete. For the Sandusky Cabinets Property, the City applied for and received a grant to complete Phase II activities from the Clean Ohio Assistance Fund. The City and Ohio Department of Development signed the agreement to complete the Phase II using those funds on October 31, 2006, for a grant amount of \$121,052. Phase II activities are 70% complete at the Cabinets property.

Task 5: Remedial Planning and Design – This task is ongoing. The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - After the City's first public meeting on February 7, 2006, the City was able to begin and successfully negotiate access for the Waldock property and Battery Park Marine Services properties. A public meeting was held on the Clean Ohio Assistance Fund Phase II application end-June.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA
The City will submit quarterly reports as required at the end of each fiscal quarter and annual reports as required.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

Please see the table on the following page.

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent completed	Anticipated completion
1. Select Environmental Consultant	December 2005	Completed December 2005	100%	Completed December 2005
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%	March 2006
3. QAPP, H&S Plans	February 2006	approval anticipated	100%	February 2006 submittal March 2006 approval
Phase I Environmental Site Assessments	Ongoing	Ongoing	80%	Ongoing
4. Phase II Environmental Assessments	Ongoing	Ongoing	50%	Ongoing
5. Remedial Planning and Design	Ongoing	Ongoing	0%	Ongoing
6. Community Outreach	First meeting planned late February	Ongoing	20%	Ongoing
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	50%	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually

3.1 Summary of Expenses by Category (Report period Oct. - December 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,475.46	\$0	\$1,475.46
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$1,500	\$0	\$1,500
Contractual	\$194,500	\$131,381.36	\$64,578.79	\$195,960.15
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$135,421.21	\$64,578.79	\$200,000.00

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,722.04	\$3,267.52	\$4,989.56
Supplies	\$2,000	\$748.88	\$0	\$748.88
Equipment	\$1,500	\$703.24	\$0	\$703.24
Contractual	\$194,500	\$23,095.93	\$106,713.21	\$129,809.14
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$26,270.09	\$109,980.73	\$136,250.82

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

The City signed its agreement with the State of Ohio to supplement the U.S. EPA grant with an additional \$121,052 for Phase II activities on the Sandusky Cabinets property. Phase II activities are nearly completed on the Deep Water Marina

property, where the City has been working with a local developer who intends to purchase the property for residential redevelopment on the waterfront. Eleven Phase I's were completed after access was successfully negotiated by the City. A Site Sampling Plan will be developed for the Mack Iron parcel this quarter.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	2
8-10 Phase I's	12
2-4 SAP/Phase II ESAs	4
2-4 RAP's	0
4 public meetings	2

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfield sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfield grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:
Scott J. Schell
Economic Development Specialist
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870
Email: sschell@ci.sandusky.oh.us
(419) 627-5827 telephone
(419) 627-5825 fax



Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky
.oh.us>

11/10/2006 12:43 PM

To: Lois Betka/R5/USEPA/US@EPA
cc
bcc

Subject: Quarterly Report July-Sept 2006

Attached please find the quarterly report for US EPA Assesment Grant for the period July-Sept. 2006, for the City of Sandusky. If you have any questions, please contact me by email or by phone at 419-627-5830.

Thanks,
Jeff Rosekelly

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870



Phone: (419)627-5830 07-1006qreport.doc

November 6, 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: July-September 2006**

Dear Lois:

Enclosed please find the 4rd Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of July-September 2006.

We are excited to work with U.S. EPA on the Brownfields project. Please contact me at (419) 627-5830 if you have any questions or if any additional information is needed.

Sincerely,

Jeff Rosekelly, P.E.
Department of Engineering
City of Sandusky

enclosures

cc: Karla M. Auker, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auker.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants

Assistance ID No.: BF-96598801-0

Report No. 3

November 6, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: July 1, 2006 – September 30, 2006.

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites – This task has been completed. Eligibility information was submitted on previous properties and sent to U.S. EPA. Additional sites added this period included the Sandusky Ice House, Deep Water Marina, Battery Park Marine Services, Waldock, Sandusky Cabinets, and the Mack Iron Parcel. The City also completed its GIS Brownfields Database in March.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – The QAPP was approved in May 2006 for Malcolm Pirnie. A QAPP for Conestoga Rovers was submitted in May. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel. The City applied for and has received approval through the Clean Ohio Assistance fund for \$131,000 in Phase II costs for the Sandusky Cabinets Property. A site specific sampling plan will be developed for the Mack Iron Parcel and will supplement the Clean Ohio Phase II (Sandusky Cabinets and Mack Iron are contiguous parcels). Access agreements were procured from owners of two additional properties that passed site eligibility – and Phase Is were completed by Malcolm Pirnie on the Battery Park Marine Services property and Waldock property in July 2006. To-date VAP Phase I ESAs have been completed on Battery Park Marine Services, Waldock, Sandusky Cabinets, Mack Iron, and Deep Water Marina, and ATSM Phase I ESAs have been completed for the Coal Docks, Water Street Parking Lot, Jackson Street Parking Lot, and Pipe Street Nursery.

Task 4: Conduct Phase II Environmental Site Assessments – This task is ongoing. The Phase II for Sandusky Cabinets will be paid for by the State of Ohio's Clean Ohio Assistance Fund. We submitted a Site Specific Sampling Plan for the Deep Water Property to U.S. EPA on August 28, 2006. We received approval on the draft SAP on August 31, 2006. We submitted a revised SAP for the sediment sampling work on

October 25, 2006 and received approval on October 26, 2006. Malcolm Pirnie is currently 80% complete with the Phase II ESA for the Deep Water Property. For the Sandusky Cabinets Property, the City applied for and received a grant to complete Phase II activities from the Clean Ohio Assistance Fund. The City and Ohio Department of Development signed the agreement to complete the Phase II using those funds on October 31, 2006, for a grant amount of \$121,052. A Site Specific Sampling Plan and Health and Safety Plan will be developed for the Mack Iron parcel is currently underway.

Task 5: Remedial Planning and Design – This task is ongoing. The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - After the City's first public meeting on February 7, 2006, the City was able to begin and successfully negotiate access for the Waldock property and Battery Park Marine Services properties. A public meeting was held on the Clean Ohio Assistance Fund Phase II application end-June.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA

The City will submit quarterly reports as required at the end of each fiscal quarter and annual reports as required.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

Please see the table on the following page.

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent completed	Anticipated completion
1. Select Environmental Consultant	December 2005	Completed December 2005	100%	Completed December 2005
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%	March 2006
3. QAPP, H&S Plans	February 2006	approval anticipated	100%	February 2006 submittal March 2006 approval
Phase I Environmental Site Assessments	Ongoing	Ongoing	60%	Ongoing
4. Phase II Environmental Assessments	Ongoing	Ongoing	30%	Ongoing
5. Remedial Planning and Design	Ongoing	Ongoing	0%	Ongoing
6. Community Outreach	First meeting planned late February	Ongoing	10%	Ongoing
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	40%	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually

3.1 Summary of Expenses by Category (Report period July – September 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,167.86	\$307.60	\$1,475.46
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$1,500	\$0	\$1,500
Contractual	\$194,500	\$129,300	\$2,081.36	\$131,381.36
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$2,232.25	\$2,388.96	\$135,421.21

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,414.45	\$307.59	\$1,722.04
Supplies	\$2,000	\$748.88	\$0	\$748.88
Equipment	\$1,500	\$703.24		\$703.24
Contractual	\$194,500	\$21,014.57	\$2,081.36	\$23,095.93
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$23,888.14	\$0	\$26,270.09

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

The City signed its agreement with the State of Ohio to supplement the U.S. EPA grant with an additional \$121,052 for Phase II activities on the Sandusky Cabinets

property. Phase II activities are nearly completed on the Deep Water Marina property, where the City has been working with a local developer who intends to purchase the property for residential redevelopment on the waterfront. Eleven Phase Is were completed after access was successfully negotiated by the City. A Site Sampling Plan will be developed for the Mack Iron parcel this quarter.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	2
8-10 Phase I's	11
2-4 SAP/Phase II ESAs	2
2-4 RAP's	0
4 public meetings	2

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfields sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:

Jeff Rosekelly, P.E.
Engineering Department
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870
Email: jrosekelly@ci.sandusky.oh.us
(419) 627-5830 telephone
(419) 627-5945 fax



DEPARTMENT OF ENGINEERING SERVICES

ENGINEERING • BUILDING • WATER • WASTEWATER • TRAFFIC SERVICES • STREETS

JEFFREY W. ROSEKELLY, P.E.

PROJECT ENGINEER, BROWNFIELDS COORDINATOR

222 Meigs Street

SANDUSKY, OHIO 44870

Phone (419) 627-5830

Fax: (419) 627-5933

July 27, 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: April – June 2006**

Dear Lois:

Enclosed please find the 3rd Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of April – June 2006.

We are excited to work with U.S. EPA on the Brownfields project. Please contact me at (419) 627-5830 if you have any questions or if any additional information is needed.

Sincerely,

Jeff Rosekelly, P.E.
Department of Engineering
City of Sandusky

enclosures

cc: Karla M. Aufer, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: aufer.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants
Assistance ID No.: BF-96598801-0
Report No. 3
July 27, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: April 1, 2006 – June 30, 2006.

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites –Eligibility information was submitted on previous properties and sent to U.S. EPA. Additional sites added this period included the Sandusky Ice House, Deep Water Marina, Battery Park Marine Services, Waldock, Sandusky Cabinets, and the Mack Iron Parcel. The City also completed its GIS Brownfields Database in March.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – The QAPP was approved in May 2006 for Malcolm Pirnie. A QAPP for Conestoga Rovers was submitted in May. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel. The City applied for and has received approval through the Clean Ohio Assistance fund for \$131,000 in Phase II costs for the Sandusky Cabinets Property. A site specific sampling plan will be developed for the Mack Iron Parcel and will supplement the Clean Ohio Phase II (Sandusky Cabinets and Mack Iron are contiguous parcels). Access agreements were procured from owners of two additional properties that passed site eligibility – and Phase I's were completed by Malcolm Pirnie on the Battery Park Marine Services property and Waldock property in July 2006. Phase I's were completed by Conestoga-Rovers on the Water St. parking lot, Jackson St. parking lot and Pipe St. nursery. Conestoga-Rovers has started completing a Phase I on the Coal Dock No. 1 & 2 property.

Task 4: Conduct Phase II Environmental Site Assessments – The consultants will commence this task after completion of the Phase I Environmental Assessments. The Phase II for Sandusky Cabinets will be paid for by the State of Ohio's Clean Ohio Assistance Fund. A Site Specific Sampling Plan will be developed for the Mack Iron parcel and submitted to EPA.

Task 5: Remedial Planning and Design – The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - After the City's first public meeting on February 7, 2006, the City was able to begin and successfully negotiate access for the Waldock property and Battery Park Marine Services properties. A public meeting was held on the Clean Ohio Assistance Fund Phase II application end-June.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA

The City will submit quarterly reports as required at the end of each fiscal quarter.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

Please see the table on the following page.

2 1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent completed	Anticipated completion
1 Select Environmental Consultant	December 2005	Completed December 2005	100%	Completed December 2005
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%	March 2006
3. QAPP, H&S Plans	February 2006	approval anticipated	100%	February 2006 submittal March 2006 approval
Phase I Environmental Site Assessments	Ongoing	Ongoing	40%	Ongoing
4. Phase II Environmental Assessments	Ongoing	Ongoing	0%	Ongoing
5. Remedial Planning and Design	Ongoing	Ongoing	0%	Ongoing
6. Community Outreach	First meeting planned late February	Ongoing	5%	Ongoing
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	34%	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually

3.1 Summary of Expenses by Category (Report period April – June 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,167.86	\$0	\$1,167.86
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$1,500	\$0	\$1,500
Contractual	\$194,500	\$19,000	\$21,000 ¹	\$40,000
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$2,232.25	\$21,000	\$43,732.25

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,414.45	\$0	\$1,414.45
Supplies	\$2,000	\$748.88	\$0	\$748.88
Equipment	\$1,500	\$703.24		\$703.24
Contractual	\$194,500	\$12,000	\$9,014.57 ²	\$21,014.57
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$14,866.57	\$9,014.57	\$23,881.14

¹ Inc ludes Malcolm Pirnie invoices 1000060528 (\$1,500), 100060478 (\$12,000) and 100060479 (\$7,500).

² Inc ludes Conestoga Rovers invoices 93283 (4,348.52) and 96304 (\$4,666.05)

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

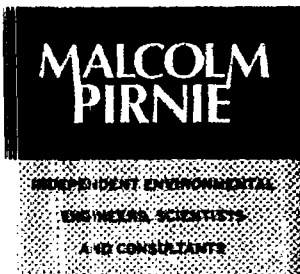
The City held its second public meeting with the review of the Clean Ohio Assistance Fund Phase II application and successful award of funds to supplement the U.S. EPA grant. Eleven Phase I's were completed after access was successfully negotiated by the City. The QAPP was approved during this period for Malcolm Pirnie. A Site Sampling Plan will be developed for the Mack Iron parcel this quarter. A Phase I will begin at the Deep Water parcel next month, pending eligibility.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	2
3-10 Phase I's	11
2-4 SAP's	0
2-4 RAP's	0
4 public meetings	2

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfields sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:
Jeff Rosekelly, P.E.
Engineering Department
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870
Email: jrosekelly@ci.sandusky.oh.us
(419) 627-5830 telephone
(419) 627-5945 fax



INVOICE

Number: 100060528

Malcolm Pirnie, Inc.

1900 Polaris Parkway

Suite 200

Columbus, OH 43240-2020

T: 614-888-4953

F: 614-888-6295

www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 25, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Deep Water Site Eligibility Services
Funding Source - USEPA Grant

Project Number(s): 3080024

Statement Number: 1

Invoice for Professional Services provided through July 25, 2006

Amount Due This Invoice

\$ 1,500.00

Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Network Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060528

Federal Tax ID Number: 13-2653703

**MALCOLM
PIRNIE**

INDEPENDENT ENVIRONMENTAL

ENGINEERS, SCIENTISTS

AND CONSULTANTS

INVOICE

Number: 100060478

Malcolm Pirnie, Inc.

1900 Polaris Parkway

Suite 200

Columbus, OH 43240-2020

T: 614-888-4953

F: 614-888-6295

www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 24, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Waldock Site Eligibility and Phase I ESA
Funding Source – USEPA Grant

Project Number(s): 3080023

Statement Number: 1

Invoice for Professional Services provided through July 24, 2006

Contract Summary

Site Eligibility \$1,500.00

Phase I ESA \$10,500.00

Amount Due This Invoice

\$12,000.00

Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Network Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060478

Federal Tax ID Number: 13-2653703

**MALCOLM
PIRNIE**

INDEPENDENT ENVIRONMENTAL

ENGINEERS, SCIENTISTS

AND CONSULTANTS

INVOICE

Number: 100060479

Malcolm Pirnie, Inc.

1900 Polaris Parkway

Suite 200

Columbus, OH 43240-2020

T: 614-888-4953

F: 614-888-6295

www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 24, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Marine Phase I Services – Battery Park
Funding Source – USEPA Grant

Project Number(s): 3080018

Statement Number: 1

Invoice for Professional Services provided through July 24, 2006

Contract Total

\$7,500.00

Contract Summary

00.00 % Complete To Date

\$7,500.00

Less Previously Billed

\$-

Amount Due This Invoice

\$7,500.00

Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Metropolitan Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060479

Federal Tax ID Number: 13-2653703



**CONESTOGA-ROVERS
& ASSOCIATES**

2055 Niagara Falls Blvd, Suite #3, Niagara Falls, NY 14304
Telephone: 716-297-6150 Facsimile: 716-297-2265
www.CRAworld.com

City of Sandusky
222 Meigs Street
Sandusky, OH. 44870

Invoice # : 96304
Project : 042814
Project Name : Cty Sandusky - Envriion Consultant
Invoice Group : **
Invoice Date : 6/29/2006
Purchase Order :

Attention: Angela Byington

TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.

For Professional Services Rendered through: 5/28/2006

Professional Fees

Professional Fees 3,502.00

Total Professional Fees 3,502.00

Expenses

Regular Expenses 1,015.80

Unit Pricing 148.25

Total Expenses 1,164.05

Amount Due This Invoice ** 4,666.05

Andrew C. Lavine

REMITTANCE ADDRESS

Conestoga-Rovers & Associates, Inc.
Department 406
P.O. Box 8000
Buffalo, NY 14267

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Equal
Employment
Opportunity Employer

REGISTERED COMPANY FOR
ISO 9001
ENGINEERING DESIGN

Phase : **** -- Cty Sandusky - Envriion Consultant

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Engineer B3					
Andrew C. Lavine	05/12/2006	1.00	85.00		85.00
	05/16/2006	1.00	85.00		85.00
Office Clerk A3					
LaToria Matthews	05/08/2006	1.50	45.00		67.50
	05/10/2006	1.00	45.00		45.00
	05/16/2006	0.50	45.00		22.50
Scientist C3					
Kelly Connolly	05/05/2006	0.50	104.00		52.00
Total Professional Fees					357.00

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Field Supplies/Services					
Environmental Data	400408503	04/10/2006	290.00	1.00	290.00
		radius map w/geo			
Total: Field Supplies/Services					290.00
Photographs					
Historical Information	400409179	04/18/2006	247.25	1.00	247.25
		Rush USGS Aerials - 4 digitals			
Total: Photographs					247.25
Total Regular Expenses					537.25

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	59770	05/28/2006	11.75	1.000 CD	1.00	10.61
		Canan an Cratting				
Total: Printing						10.61
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	5.50	3.000	1.00	16.50
		Information Technology - US				
Total: Information Technology						16.50
Total Unit Pricing						27.11

Total Phase : **** -- Cty Sandusky - Envriion Consultant

Labor : 357.00
Expense : 564.36
Total : 921.36

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CAADD E2					
Peter A McLean	05/12/2006	0.50	63.00		31.50

Phase 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C					
Donald E. Newton, Jr.					
	05/11/2006	4.00	85.00		340.00
	05/13/2006	1.00	85.00		85.00
	05/15/2006	1.50	85.00		127.50
	05/18/2006	3.00	85.00		255.00
	05/24/2006	1.50	85.00		127.50
	05/25/2006	0.50	85.00		42.50
Total Professional Fees					1,009.00

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	12.00	3.000	1.00	36.00
Information Technology - US						
Total: Information Technology						36.00
Total Unit Pricing						36.00

Total Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Labor : 1,009.00
Expense : 36.00
Total : 1,045.00

Phase : 02 -- Pipe St. Property Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CADD B2					
Stephen P. Tomlinson					
	05/19/2006	2.50	63.00		157.50
Scientist: C3					
Kelly Connolly					
	05/05/2006	0.50	104.00		52.00
Total Professional Fees					209.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Field Supplies/Services					
Environmental Data	400408512	04/18/2006	231.30	1.00	231.30
		EDR basic pkg			
Total: Field Supplies/Services					231.30
Photographs					
Historical Information	400410512	04/28/2006	247.25	1.00	247.25
		RUSH USGS aerals			
Total: Photographs					247.25
Total Regular Expenses					478.55

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						

Phase 02 -- Pipe St. Property Phase I ESA

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	59770	05/28/2006	6.25	1.000 CD	1.00	5.64
Canadian Drafting						
Total: Printing						5.64
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	3.00	3.000	1.00	9.00
Information Technology - US						
Total: Information Technology						9.00
Total Unit Pricing						14.64

Total Phase : 02 -- Pipe St. Property Phase I ESA

Labor : 209.50
Expense : 493.19
Total : 702.69

Phase : 03 -- Water St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CADD B2					
Peter A McLean	05/12/2006	0.50	63.00		31.50
Tech. C1					
Donald E. Newton, Jr.	05/11/2006	4.00	85.00		340.00
	05/13/2006	5.00	85.00		425.00
	05/15/2006	1.00	85.00		85.00
	05/18/2006	3.00	85.00		255.00
	05/19/2006	1.00	85.00		85.00
	05/20/2006	2.00	85.00		170.00
	05/24/2006	2.00	85.00		170.00
	05/25/2006	3.00	85.00		255.00
Word Processor C1					
Jeanette D. Harris	05/19/2006	2.00	55.00		110.00
Total Professional Fees					1,926.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	23.50	3.000	1.00	70.50
Information Technology - US						
Total: Information Technology						70.50
Total Unit Pricing						70.50

Total Phase : 03 -- Water St. Parking Lot Phase I ESA

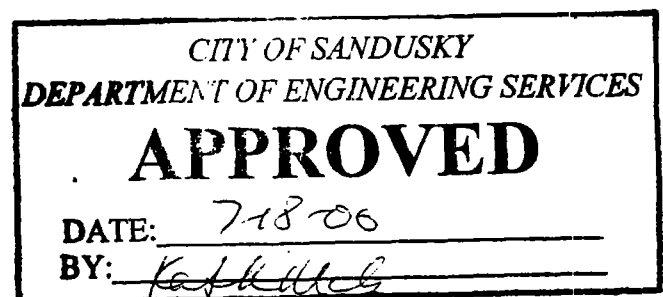
Labor : 1,926.50
Expense : 70.50
Total : 1,997.00

Project : 042814 -- Cty Sandusky - Envriom Consultant

Invoice # : 96304

Total Project: 042814 -- Cty Sandusky - Envriom Consultant

4,666.05





**CONESTOGA-ROVERS
& ASSOCIATES**

2055 Niagara Falls Blvd., Suite #3, Niagara Falls, NY 14304
Telephone: 716-297-6150 Facsimile: 716-297-2265
www.CRAworld.com

City of Sandusky
222 Meigs Street
Sandusky, OH. 44870

Invoice # : 93283
Project : 042814
Project Name : Cty Sandusky - Envriion Consultant
Invoice Group : **
Invoice Date : 5/26/2006
Purchase Order :

Attention: Angela Byington

TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.

For Professional Services Rendered through: 4/30/2006

Professional Fees

Professional Fees	4,182.50	
Total Professional Fees		4,182.50

Expenses

Regular Expenses	14.39	
Unit Pricing	151.63	
Total Expenses		166.02

Amount Due This Invoice **	4,348.52
-----------------------------------	-----------------

Andrew C. Lavine

REMITTANCE ADDRESS

Conestoga-Rovers & Associates, Inc.
Department 406
P.O. Box 8000
Buffalo, NY 14267

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Equal
Employment
Opportunity Employer

REGISTERED COMPANY FOR
ISO 9001
ENGINEERING DESIGN

Phase : **** -- Cty Sandusky - Envriion Consultant

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CA/D B2					
Peter A McLean	04/13/2006	1.00	63.00		63.00
Office Clerk A3					
LaToria Matthews	04/20/2006	0.50	45.00		22.50
	04/21/2006	0.50	45.00		22.50
	04/25/2006	0.50	45.00		22.50
Total Professional Fees					130.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Delivery					
Federal Express ERS	400405205	04/17/2006	11.39	1.00	11.39
Express Mail					
Total: Delivery					11.39
Total Regular Expenses					11.39

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	58379	04/30/2006	3.50	1.000 CD	1.00	3.13
Canadian Drafting						
Total: Printing						3.13
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	2.50	3.000	1.00	7.50
Information Technology - US						
Total: Information Technology						7.50
Total Unit Pricing						10.63

Total Phase : **** -- Cty Sandusky - Envriion Consultant

Labor :	130.50
Expense :	22.02
Total :	152.52

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Engineer B3					
Andrew C. Lavine	04/12/2006	1.00	85.00		85.00
Scientist B3					
Kelly Connolly	04/07/2006	1.00	104.00		104.00
	04/11/2006	1.00	104.00		104.00
Tech. C1					
Donald E. Newton, Jr.	04/05/2006	3.00	85.00		255.00
	04/06/2006	1.00	85.00		85.00

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C1					
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.00	85.00		85.00
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/20/2006	1.00	85.00		85.00
	04/21/2006	1.00	85.00		85.00
	04/24/2006	1.00	85.00		85.00
Total Professional Fees					1,440.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Employee Project Expenses					
Photographs					
Donald E. Newton, Jr.	400402316	04/05/2006	1.50	1.00	1.50
		Aerial Photos			
		Total: Photographs			1.50
Total Regular Expenses					1.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology	80559	04/30/2006	10.50	3.000	1.00	31.50
Information Technology - US	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US						
		Total: Information Technology				49.50
Total Unit Pricing						49.50

Total Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Labor : 1,440.50
Expense : 51.00
Total : 1,491.50

Phase : 02 -- Pipe St. Property Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Scientist C3					
Kelly Connolly	04/25/2006	1.00	104.00		104.00
Tech. C1					
Donald E. Newton, Jr.	04/07/2006	2.00	85.00		170.00
	04/08/2006	4.00	85.00		340.00
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.50	85.00		127.50
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/22/2006	2.00	85.00		170.00

Phase : 02 -- Pipe St. Property Phase I ESA

Total Professional Fees**1,379.00****Regular Expenses**

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Employee Project Expenses					
Office Supplies					
Donald E. Newton, Jr.	400404306	04/10/2006	1.50	1.00	1.50
		Field Supplies			
		Total: Office Supplies			1.50
		Total Regular Expenses			1.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	10.00	3.000	1.00	30.00
Information Technology - US						
	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US						
		Total: Information Technology				48.00
		Total Unit Pricing				48.00

Total Phase : 02 -- Pipe St. Property Phase I ESA

Labor : 1,379.00
Expense : 49.50
Total : 1,428.50

Phase : 03 -- Water St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C1					
Donald E. Newton, Jr.					
	04/09/2006	3.00	85.00		255.00
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.00	85.00		85.00
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/20/2006	0.50	85.00		42.50
	04/21/2006	1.50	85.00		127.50
	04/22/2006	2.00	85.00		170.00
	04/24/2006	1.00	85.00		85.00
		Total Professional Fees			1,232.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US						
	80559	04/30/2006	8.50	3.000	1.00	25.50
Information Technology - US						
		Total: Information Technology				43.50
		Total Unit Pricing				43.50

Project : 042814 - Cty Sandusky - Envriion Consultant

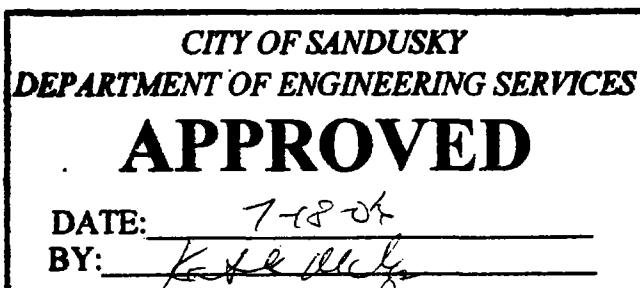
Invoice # : 93283

Total Phase : 03 - Water St. Parking Lot Phase I ESA

Labor :	1,232.50
Expense :	43.50
Total :	1,276.00

Total Project: 042814 - Cty Sandusky - Envriion Consultant

4,348.52





Jeff Rosekelly
<Jeff.Rosekelly@ci.sandusky
.oh.us>

07/27/2006 01:41 PM

To: Karla Auken/R5/USEPA/US@EPA, Lois
Betka/R5/USEPA/US@EPA
cc: BBowe@pirnie.com

bcc

Subject: Quarterly Report: April-June 2006

Attached please find: BF-96598801-0 City of Sandusky, Ohio Brownfield
Assessment Grant Quarterly Report for Period: April-June 2006

I will also be mailing a hard copy. Please contact me at 419-627-5830 or by
e-mail if you have any questions, or if additional information is needed.
Thanks.

Jeffrey W. Rosekelly, P.E.
Project Engineer

City of Sandusky
Department of Engineering Services
222 Meigs Street
Sandusky, OH 44870

Phone: (419) 627-5830



Qtr Report 3_APR-JUN06.PDF



DEPARTMENT OF ENGINEERING SERVICES

ENGINEERING • BUILDING • WATER • WASTEWATER • TRAFFIC SERVICES • STREETS

JEFFREY W. ROSEKELLY, P.E.

PROJECT ENGINEER, BROWNFIELDS COORDINATOR

222 Meigs Street

SANDUSKY, OHIO 44870

Phone (419) 627-5830

Fax: (419) 627-5933

July 27, 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: April – June 2006**

Dear Lois:

Enclosed please find the 3rd Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of April – June 2006.

We are excited to work with U.S. EPA on the Brownfields project. Please contact me at (419) 627-5830 if you have any questions or if any additional information is needed.

Sincerely,

Jeff Rosekelly, P.E.
Department of Engineering
City of Sandusky

enclosures

cc: Karla M. Auker, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auker.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants
Assistance ID No.: BF-96598801-0
Report No. 3
July 27, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: April 1, 2006 – June 30, 2006.

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites –Eligibility information was submitted on previous properties and sent to U.S. EPA. Additional sites added this period included the Sandusky Ice House, Deep Water Marina, Battery Park Marine Services, Waldock, Sandusky Cabinets, and the Mack Iron Parcel. The City also completed its GIS Brownfields Database in March.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – The QAPP was approved in May 2006 for Malcolm Pirnie. A QAPP for Conestoga Rovers was submitted in May. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel. The City applied for and has received approval through the Clean Ohio Assistance fund for \$131,000 in Phase II costs for the Sandusky Cabinets Property. A site specific sampling plan will be developed for the Mack Iron Parcel and will supplement the Clean Ohio Phase II (Sandusky Cabinets and Mack Iron are contiguous parcels). Access agreements were procured from owners of two additional properties that passed site eligibility – and Phase I's were completed by Malcolm Pirnie on the Battery Park Marine Services property and Waldock property in July 2006. Phase I's were completed by Conestoga-Rovers on the Water St. parking lot, Jackson St. parking lot and Pipe St. nursery. Conestoga-Rovers has started completing a Phase I on the Coal Dock No. 1 & 2 property.

Task 4: Conduct Phase II Environmental Site Assessments – The consultants will commence this task after completion of the Phase I Environmental Assessments. The Phase II for Sandusky Cabinets will be paid for by the State of Ohio's Clean Ohio Assistance Fund. A Site Specific Sampling Plan will be developed for the Mack Iron parcel and submitted to EPA.

Task 5: Remedial Planning and Design – The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - After the City's first public meeting on February 7, 2006, the City was able to begin and successfully negotiate access for the Waldock property and Battery Park Marine Services properties. A public meeting was held on the Clean Ohio Assistance Fund Phase II application end-June.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA
The City will submit quarterly reports as required at the end of each fiscal quarter.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

Please see the table on the following page.

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent completed	Anticipated completion
1. Select Environmental Consultant	December 2005	Completed December 2005	100%	Completed December 2005
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%	March 2006
3. QAPP, H&S Plans	February 2006	approval anticipated	100%	February 2006 submittal March 2006 approval
Phase I Environmental Site Assessments	Ongoing	Ongoing	40%	Ongoing
4. Phase II Environmental Assessments	Ongoing	Ongoing	0%	Ongoing
5. Remedial Planning and Design	Ongoing	Ongoing	0%	Ongoing
6. Community Outreach	First meeting planned late February	Ongoing	5%	Ongoing
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	34%	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually

3.1 Summary of Expenses by Category (Report period April – June 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,167.86	\$0	\$1,167.86
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$1,500	\$0	\$1,500
Contractual	\$194,500	\$19,000	\$21,000 ¹	\$40,000
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$2,232.25	\$21,000	\$43,732.25

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,414.45	\$0	\$1,414.45
Supplies	\$2,000	\$748.88	\$0	\$748.88
Equipment	\$1,500	\$703.24		\$703.24
Contractual	\$194,500	\$12,000	\$9,014.57 ²	\$21,014.57
Other (Printing and Postage)	\$0	\$0	\$0	\$0
Total Expenses	\$200,000	\$14,866.57	\$9,014.57	\$23,881.14

¹ Includes Malcolm Pirnie invoices 1000060528 (\$1,500), 100060478 (\$12,000) and 100060479 (\$7,500).

² Includes Conestoga Rovers invoices 93283 (4,348.52) and 96304 (\$4,666.05)

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

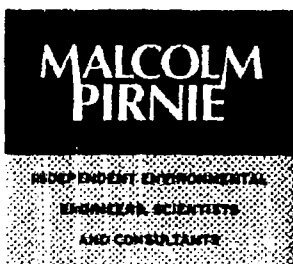
The City held its second public meeting with the review of the Clean Ohio Assistance Fund Phase II application and successful award of funds to supplement the U.S. EPA grant. Eleven Phase I's were completed after access was successfully negotiated by the City. The QAPP was approved during this period for Malcolm Pirnie. A Site Sampling Plan will be developed for the Mack Iron parcel this quarter. A Phase I will begin at the Deep Water parcel next month, pending eligibility.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	2
8-10 Phase I's	11
2-4 SAP's	0
2-4 RAP's	0
4 public meetings	2

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfields sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:
Jeff Rosekelly, P.E.
Engineering Department
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870
Email: jrosekelly@ci.sandusky.oh.us
(419) 627-5830 telephone
(419) 627-5945 fax



INVOICE

Number: 100060528

Malcolm Pirnie, Inc.
1900 Polaris Parkway
Suite 200
Columbus, OH 43240-2020
T: 614-888-4953
F: 614-888-6295
www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 25, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Deep Water Site Eligibility Services
Funding Source - USEPA Grant

Project Number(s): 3080024

Statement Number: 1

Invoice for Professional Services provided through July 25, 2006

Amount Due This Invoice

\$ 1,500.00

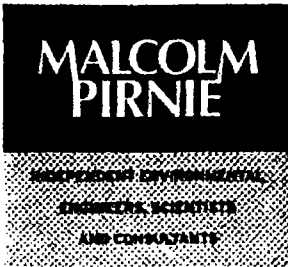
Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Network Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060528

Federal Tax ID Number: 13-2653703



INVOICE
Number: 100060478

Malcolm Pirnie, Inc.
1900 Polaris Parkway
Suite 200
Columbus, OH 43240-2020
T: 614-888-4953
F: 614-888-6295
www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 24, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Waldoock Site Eligibility and Phase I ESA
Funding Source - USEPA Grant

Project Number(s): 3080023

Statement Number: 1

Invoice for Professional Services provided through July 24, 2006

Contract Summary

Site Eligibility \$1,500.00

Phase I ESA \$10,500.00

Amount Due This Invoice

\$12,000.00

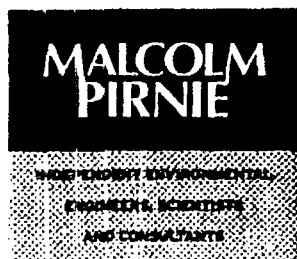
Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Network Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060478

Federal Tax ID Number: 13-2653703



INVOICE

Number: 100060479

Malcolm Pirnie, Inc.
1900 Polaris Parkway
Suite 200
Columbus, OH 43240-2020
T: 614-888-4953
F: 614-888-6295
www.pirnie.com

Bill to: City of Sandusky
222 Meigs Street
Sandusky, OH 44870-2837

July 24, 2006

Attention: Gary Packan
Assistant City Manager

Reference: Sandusky Marine Phase I Services - Battery Park
Funding Source - USEPA Grant

Project Number(s): 3080018

Statement Number: 1

Invoice for Professional Services provided through July 24, 2006

Contract Total

\$7,500.00

Contract Summary

100.00 % Complete To Date

\$7,500.00

Less Previously Billed

\$-

Amount Due This Invoice

\$7,500.00

Remit Payments only to:
MALCOLM PIRNIE, INC.
PO Box 23444
Network Place
Chicago, IL 60673-1234

|
or
|

If you wish to pay by wire transfer please direct to:
MALCOLM PIRNIE, INC.
ABA # 021000021
Account # 128035990
Swift # CHASUS33

Please reference invoice number on payment: 100060479

Federal Tax ID Number: 13-2653703



**CONESTOGA-ROVERS
& ASSOCIATES**

2055 Niagara Falls Blvd, Suite #3, Niagara Falls, NY 14304
Telephone: 716-297-6150 Facsimile: 716-297-2265
www.CRAworld.com

City of Sandusky
222 Meigs Street
Sandusky, OH. 44870

Invoice # : 96304
Project : 042814
Project Name : Cty Sandusky - Envriion Consultant
Invoice Group : **
Invoice Date : 6/29/2006
Purchase Order :

Attention: Angela Byington

TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.

For Professional Services Rendered through: 5/28/2006

Professional Fees

Professional Fees 3,502.00

Total Professional Fees 3,502.00

Expenses

Regular Expenses 1,015.80

Unit Pricing 148.25

Total Expenses 1,164.05

Amount Due This Invoice ** 4,666.05

Andrew C. Lavine

REMITTANCE ADDRESS

Conestoga-Rovers & Associates, Inc.
Department 406
P.O. Box 8000
Buffalo, NY 14267

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Equal
Employment
Opportunity Employer

REGISTERED COMPANY FOR
ISO 9001
ENGINEERING DESIGN

Phase : **** -- Cty Sandusky - Envriion Consultant

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Engineer B3					
Andrew C. Lavine	05/12/2006	1.00	85.00		85.00
	05/16/2006	1.00	85.00		85.00
Office Clerk A3					
LaTonia Matthews	05/08/2006	1.50	45.00		67.50
	05/10/2006	1.00	45.00		45.00
	05/16/2006	0.50	45.00		22.50
Scientist C3					
Kelly Connolly	05/05/2006	0.50	104.00		52.00
Total Professional Fees					357.00

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Field Supplies/Services					
Environmental Data	400408503	04/10/2006	290.00	1.00	290.00
		radius map w/geo			
Total: Field Supplies/Services					290.00
Photographs					
Historical information	400409179	04/18/2006	247.25	1.00	247.25
		Rush USGS Aerials - 4 digitals			
Total: Photographs					247.25
Total Regular Expenses					537.25

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	59770	05/28/2006	11.75	1.000 CD	1.00	10.61
Canadian Drafting						
Total: Printing						10.61
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	5.50	3.000	1.00	16.50
Information Technology - US						
Total: Information Technology						16.50
Total Unit Pricing						27.11

Total Phase : **** -- Cty Sandusky - Envriion Consultant

Labor :	357.00
Expense :	564.36
Total :	921.36

Phase 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CADD B2					
Peter A. McLearn	05/12/2006	0.50	63.00		31.50

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C1					
Donald E. Newton, Jr.					
	05/11/2006	4.00	85.00		340.00
	05/13/2006	1.00	85.00		85.00
	05/15/2006	1.50	85.00		127.50
	05/18/2006	3.00	85.00		255.00
	05/24/2006	1.50	85.00		127.50
	05/25/2006	0.50	85.00		42.50
Total Professional Fees					1,009.00

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	12.00	3.000	1.00	36.00
Information Technology - US						
Total: Information Technology						36.00
Total Unit Pricing						36.00

Total Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Labor : 1,009.00
Expense : 36.00
Total : 1,045.00

Phase : 02 -- Pipe St. Property Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CADD B2					
Stephen P. Tomlinson					
	05/19/2006	2.50	63.00		157.50
Scientist C3					
Kelly Connolly					
	05/05/2006	0.50	104.00		52.00
Total Professional Fees					209.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Field Supplies/Services					
Environmental Data	400408512	04/18/2006	231.30	1.00	231.30
		EDR basic pkg			
Total: Field Supplies/Services					231.30
Photographs					
Historical Information	400410512	04/28/2006	247.25	1.00	247.25
		RUSH USGS aerals			
Total: Photographs					247.25
Total Regular Expenses					478.55

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						

Phase : 02 -- Pipe St. Property Phase I ESA

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	59770	05/28/2006	6.25	1.000 CD	1.00	5.64
Canadiar Drafting						
Total: Printing						5.64
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	3.00	3.000	1.00	9.00
Information Technology - US						
Total: Information Technology						9.00
Total Unit Pricing						14.64

Total Phase : 02 -- Pipe St. Property Phase I ESA

Labor : 209.50
Expense : 493.19
Total : 702.69

Phase : 03 -- Water St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/C ADD B2					
Peter A. McLean	05/12/2006	0.50	63.00		31.50
Tech. C1					
Donald E. Newton, Jr.	05/11/2006	4.00	85.00		340.00
	05/13/2006	5.00	85.00		425.00
	05/15/2006	1.00	85.00		85.00
	05/18/2006	3.00	85.00		255.00
	05/19/2006	1.00	85.00		85.00
	05/20/2006	2.00	85.00		170.00
	05/24/2006	2.00	85.00		170.00
	05/25/2006	3.00	85.00		255.00
Word Processor C1					
Jeanette D. Harris	05/19/2006	2.00	55.00		110.00
Total Professional Fees					1,926.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	82337	05/28/2006	23.50	3.000	1.00	70.50
Information Technology - US						
Total: Information Technology						70.50
Total Unit Pricing						70.50

Total Phase : 03 -- Water St. Parking Lot Phase I ESA

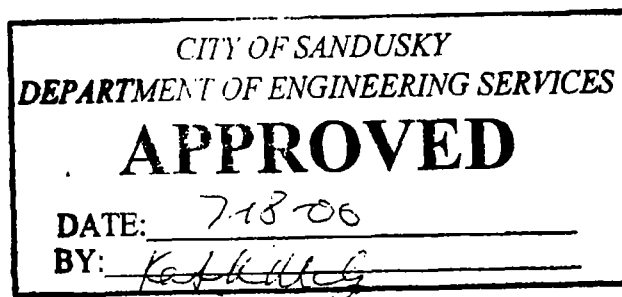
Labor : 1,926.50
Expense : 70.50
Total : 1,997.00

Project : 042814 -- Cty Sandusky - Envriom Consultant

Invoice # : 96304

Total Project: 042814 -- Cty Sandusky - Envriom Consultant

4,666.05





**CONESTOGA-ROVERS
& ASSOCIATES**

2055 Niagara Falls Blvd., Suite #3, Niagara Falls, NY 14304
Telephone: 716-297-6150 Facsimile: 716-297-2265
www.CRAworld.com

City of Sandusky
222 Meigs Street
Sandusky OH. 44870

Invoice # : 93283
Project : 042814
Project Name : Cty Sandusky - Envriion Consultant
Invoice Group : **
Invoice Date : 5/26/2006
Purchase Order :

Attention: Angela Byington

TERMS: Net 30 Days. Service Charge of 1 1/2% per month payable on overdue accounts.

For Professional Services Rendered through: 4/30/2006

Professional Fees

Professional Fees 4,182.50

Total Professional Fees 4,182.50

Expenses

Regular Expenses 14.39

Unit Pricing 151.63

Total Expenses 166.02

Amount Due This Invoice ** 4,348.52

Andrew C. Lavine

REMITTANCE ADDRESS

Conestoga-Rovers & Associates, Inc.
Department 406
P.O. Box 8000
Buffalo, NY 14267

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Equal
Employment
Opportunity Employer

REGISTERED COMPANY FOR
ISO 9001
ENGINEERING DESIGN

Phase : **** -- Cty Sandusky - Envriion Consultant

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Draft/CADD B2					
Peter A McLean	04/13/2006	1.00	63.00		63.00
Office Clerk A3					
LaToria Matthews	04/20/2006	0.50	45.00		22.50
	04/21/2006	0.50	45.00		22.50
	04/25/2006	0.50	45.00		22.50
Total Professional Fees					130.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases					
Delivery					
Federal Express ERS	400405205	04/17/2006	11.39	1.00	11.39
		Express Mail			
		Total: Delivery			11.39
Total Regular Expenses					11.39

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Project Purchases						
Printing						
Printing Supplies	58379	04/30/2006	3.50	1.000 CD	1.00	3.13
Canadian Drafting						
		Total: Printing				3.13
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	2.50	3.000	1.00	7.50
Information Technology - US						
		Total: Information Technology				7.50
Total Unit Pricing						10.63

Total Phase : **** -- Cty Sandusky - Envriion Consultant

Labor :	130.50
Expense :	22.02
Total :	152.52

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Engineer B3					
Andrew C. Lavine	04/12/2006	1.00	85.00		85.00
Scientist C3					
Kelly Connolly	04/07/2006	1.00	104.00		104.00
	04/11/2006	1.00	104.00		104.00
Tech. C1					
Donald E. Newton, Jr.	04/05/2006	3.00	85.00		255.00
	04/06/2006	1.00	85.00		85.00

Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C1					
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.00	85.00		85.00
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/20/2006	1.00	85.00		85.00
	04/21/2006	1.00	85.00		85.00
	04/24/2006	1.00	85.00		85.00
Total Professional Fees					1,440.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Employee Project Expenses					
Photographs					
Donald E. Newton, Jr.	400402316	04/05/2006	1.50	1.00	1.50
		Aerial Photos			
		Total: Photographs			1.50
Total Regular Expenses					1.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	10.50	3.000	1.00	31.50
Information Technology - US						
Information Technology - US	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US						
		Total: Information Technology				49.50
Total Unit Pricing						49.50

Total Phase : 01 -- Jackson St. Parking Lot Phase I ESA

Labor : 1,440.50
Expense : 51.00
Total : 1,491.50

Phase : 02 -- Pipe St. Property Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Scientist: C3					
Kelly Connolly					
	04/25/2006	1.00	104.00		104.00
Tech. C1					
Donald E. Newton, Jr.					
	04/07/2006	2.00	85.00		170.00
	04/08/2006	4.00	85.00		340.00
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.50	85.00		127.50
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/22/2006	2.00	85.00		170.00

Phase : 02 -- Pipe St. Property Phase I ESA

Total Professional Fees**1,379.00****Regular Expenses**

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Employee Project Expenses					
Office Supplies					
Donald E. Newton, Jr.	400404306	04/10/2006	1.50	1.00	1.50
		Field Supplies			
		Total: Office Supplies			1.50
Total Regular Expenses					1.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	10.00	3.000	1.00	30.00
Information Technology - US	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US						
		Total: Information Technology				48.00
Total Unit Pricing						48.00

Total Phase : 02 -- Pipe St. Property Phase I ESA

Labor : 1,379.00
Expense : 49.50
Total : 1,428.50

Phase : 03 -- Water St. Parking Lot Phase I ESA

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Tech. C1					
Donald E. Newton, Jr.	04/09/2006	3.00	85.00		255.00
	04/10/2006	2.50	85.00		212.50
	04/11/2006	1.00	85.00		85.00
	04/14/2006	1.00	85.00		85.00
	04/15/2006	1.00	85.00		85.00
	04/17/2006	1.00	85.00		85.00
	04/20/2006	0.50	85.00		42.50
	04/21/2006	1.50	85.00		127.50
	04/22/2006	2.00	85.00		170.00
	04/24/2006	1.00	85.00		85.00
Total Professional Fees					1,232.50

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Information Technology Charges						
Information Technology						
Information Technology	80559	04/30/2006	6.00	3.000	1.00	18.00
Information Technology - US	80559	04/30/2006	8.50	3.000	1.00	25.50
Information Technology - US						
		Total: Information Technology				43.50
Total Unit Pricing						43.50

Project : 042814 -- Cty Sandusky - Envriion Consultant

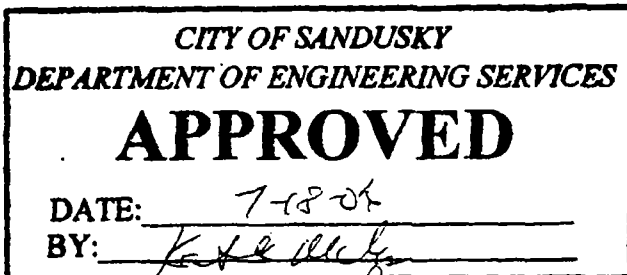
Invoice # : 93283

Total Phase : 03 -- Water St. Parking Lot Phase I ESA

Labor :	1,232.50
Expense :	43.50
Total :	1,276.00

Total Project: 042814 -- Cty Sandusky - Envriion Consultant

4,348.52





Department of Community Development

Division of Planning 419-627-5872
Division of Housing 419-627-5703
Division of Transit 419-627-5849
Division of Code Enforcement 419-627-5913

222 MEIGS STREET
SANDUSKY, OH 44870
FAX: 419-627-5945

April 5, 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: January – March 2006**

Dear Lois:

Enclosed please find the 2nd Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of January – March 2006.

Please contact me until April 14th at (419) 627-5973 if you have any questions or if any additional information is needed. After April 14th Jeff Rosekelly will be the contact and can be reached at 419-627-5830.

Sincerely,

Angela Byington
Chief Planner
City of Sandusky

enclosures

cc: Karla M. Auken, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auken.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants
Assistance ID No.: BF-96598801-0
Report No. 2
April 5, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: January 1 – March 31, 2006

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites –Eligibility information was submitted on previous properties and sent to U.S. EPA. Malcolm Pirnie is currently completing additional site eligibility information for the Apex property on First Street. The City also completed its GIS Brownfields Database, a tool to help prioritize and inventory brownfield properties in the City, track the status of assessments and remedial planning and assist in redevelopment needs. A training on the GIS inventory tool was given to City employees on March 21.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – Malcolm Pirnie submitted the QAPP to U.S. EPA in February. A March 23 call Karla Auker indicated that U.S. EPA was still reviewing the QAPP. Conestoga Rovers will submit their QAPP shortly after Malcolm Pirnie's is approved. Malcolm Pirnie is providing theirs as a template to Conestoga Rovers at no charge. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel in March. The City has completed a Phase II Clean Ohio Assistance Fund application for Phase II costs on this property and will submit the application to ODOD after a public meeting on the application March 28th. The cost of the application was paid for by the City funds. A Phase I is near completion on the Battery Park Marina property and will be finalized by end-April. The City would like to begin on a Phase I for the Apex property. Access agreements are being sought from the owners of Apex.

Task 4: Conduct Phase II Environmental Site Assessments – The consultants will commence this task after completion of the Phase I Environmental Assessments.

Task 5: Remedial Planning and Design – The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - The City held its first public meeting on February 7, 2006. Approximately 25 people were in attendance. A Fact Sheet was created in following to the meeting on the City's overall brownfield project and goals (attached). The presentation was placed on the City's website for future reference. Several property owners were in attendance at the public meeting and the City is currently working to procure access from potential eligibility properties where Phase Is may also occur.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA

The City will submit quarterly reports as required at the end of each fiscal quarter.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent completed
1. Select Environmental Consultant	December 2005	Completed December 2005	100%
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%
3. QAPP, H&S Plans	February 2006	February 2006 submittal March 2006 approval anticipated	75%
Phase I Environmental Site Assessments	Ongoing	Ongoing	15%
4. Phase II Environmental Assessments	Ongoing	Ongoing	0%
5. Remedial Planning and Design	Ongoing	Ongoing	0%
6. Community Outreach	First meeting planned late February	Ongoing	5%
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	17%

3.1 Summary of Expenses by Category (Report period January 2006- March 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,167.86	\$0	\$1,167.86
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$0	\$1,500	\$1,500
Contractual	\$194,500	\$0	\$19,000 ¹	\$19,000
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$2,232.25	\$20,500	\$22,732.25

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,414.45	\$0	\$1,414.45
Supplies	\$2,000	\$0	\$748.88	\$748.88
Equipment	\$1,500	\$0	\$703.24	\$703.24
Contractual	\$194,500	\$0	\$12,000 ²	\$12,000
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$1,414.45	\$13,452.12	\$14,886.57

¹ Includes Malcolm Pirnie Invoice No. 100056585 expenses (1/2 of QAPP preparation, site eligibility determination with USEPA and public meeting preparation and participation for a total of \$7,000), all of invoice number 100056584 expenses (\$7,600) for phase I and title work and Invoice No. 100056809 –GIS implementation, which half of the cost was \$5,000).

² Includes Invoice No. 100056585 expenses (1/2 of QAPP preparation, site eligibility determination with USEPA and public meeting presentation and participation for a total of \$7,000) and Invoice No. 100056089 – GIS implementation, which half of the cost was \$5,000.

Grant Administration Detailed Expenses During this Period

(see attachment A and B)

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

The City held its first public outreach meeting on the grant February 7, 2006. Approximately 40 people were in attendance and several property owners who are considering working with the City to conduct assessments were encouraged to participate. The City completed a GIS Brownfields Inventory Database this quarter to help identify brownfield properties and track the status of brownfield efforts from assessment through redevelopment. Two Phase I ESAs were completed on the Sandusky Cabinets and Mack Iron properties, and a third is underway at Battery Park Marine Services. Site eligibility information is being collected on the Apex property and the City is working to procure access on this property to begin a fourth Phase I. The QAPP was submitted to EPA mid-February and we hope to hear comments back soon. The City has also completed a Phase II Clean Ohio Assistance Fund Grant to help leverage additional Phase II funds on the Sandusky Cabinets Property. A Site Sampling Plan may be developed for Sandusky Cabinets in the next quarter.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	1
8-10 Phase I's	2
2-4 SAP's	0
2-4 RAP's	0
4 public meetings	1

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City

determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfields sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:

Ms. Angela Byington, AICP
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870
Email: abyington@ci.sandusky.oh.us
(419) 627-5973 telephone
(419) 627-5945 fax

QUARTER #2 - DETAILED EXPENSES (HIGHLIGHTED ITEMS OCCURRED QUARTER #2)

NOT REQUESTED YET	EPA	2005	Petroleum Assessments			
Item or Activity	Date Occurred	Date Paid	Amount Spent	Amount Budgeted	Amt. Left	Necessity / Description
Travel				2,000.00		
Air and Hotel			925.56	900.00	\$25.56	Denver National Conference
Food			89.46	140.00	\$50.54	Denver National Conference
Mileage to Airport			52.06	48.00	-\$4.06	Denver National Conference
Parking Garage			100.78	80.00	-\$20.78	Denver National Conference
2006 National Conf.			0.00	832.00	\$832.00	
TOTAL			1,167.86		\$832.14	
Equipment				1,500.00		
Arc View Software	2/24/2006		1,500.00	1,500.00	\$0.00	
Supplies			1,500.00	2,100.00		
Postage	10/3/2005		64.39	500.00	\$435.61	RFQ mailing (54 copies)
Display Board/ signage	12/6/2005	1/5/2006	1,000.00	1,250.00	\$250.00	display board
Easel				100.00		
News letter paper				250.00		
TOTAL			1,064.39		\$1,035.61	
Contractural				194,400.00		
GIS web inventory				5,000.00		
Phase I's				39,900.00		
QAPP				5,000.00		
Samp Plan or Phase II				92,000.00		
Quarterly Reporting				2,500.00		
Remed. Act. To leverage				40,000.00		
Public Outreach				10,000.00		
Total Budget			3,732.25	200,000	\$196,267.75	

Attachment "A"

QUARTER #2- DETAILED EXPENSES (HIGHLIGHTED ITEMS OCCURRED IN QUARTER #2)

NOT REQUESTED YET	EPA	2,005.00		Haz Sub Assessments		
Item or Activity	Date Occurred	Date Paid or Inv. OK'd	Amount Spent	Amount Budgeted	Amt. Left	Necessity / Description
Travel				2,000.00		
Mileage	7/5	7/5	47.79	50.00		2.21 EPA Grant Admin Training
Meals	7/5	7/5	57.14	70.00		12.86 EPA Grant Admin Training
Hotel	7/5	6/30	119.00	120.00		1.00 EPA Grant Admin Training
Parking and Air	7/5	6/28	116.90	160.00		43.19 EPA Grant Admin Training
Air and Hotel (1 person)	10/5	9/28	961.46	900.00		-61.46 National Brownfield Conference
Food (4 days)	10/5	10/5	67.54	140.00		72.46 National Brownfield Conference
						National Brownfield Conference 118 miles at 3.38 40.5 cents a mile
Mileage to airport	10/5	10/5	44.62	48.00		
Parking Garage	10/5 n/a		0.00	80.00		80.00
National Conference	10/5 n/a		0.00	432.00		432.00
TOTAL			1,414.45	2,000.00		585.55
Equipment				1,500.00		
Digital Camera	1/19	2/10	158.00	400.00		242.00 site pictures
Safety Equipment				100.00		100.00
Copier/Scanner	1/19	2/10	530.25	1,000.00		469.75
Adding Machine	2/10	2/10	14.99			
TOTAL			703.24	1,500.00		796.76

Attachment B

NOT REQUESTED YET

EPA

2,005.00

Haz Sub Assessments

Item or Activity	Date Occurred	Date Paid or Inv. OK'd	Amount Spent	Amount Budgeted	Amt. Left	Necessity / Description
Supplies				2,100.00		
Toner	1/19	2/10	89.99	100.00	10.01	
copies / paper				400.00	400.00	RFQ distribution
Legal Notice / Display Ads	1/23		102.04	500.00	193.88	
Public Notice Signage				300.00	300.00	
Project Board	1/19	2/10	211.68	300.00	88.32	
Marketing Brocuhres				200.00	200.00	
Filing Cabinets	1/19	2/10	199.00	300.00	101.00	
camera dock	1/19	2/10	46.30			
cammera battery charger	1/19	2/10	13.06			
Adding Mach. Paper	2/10	2/10	4.59			
Paperclips	2/10	2/10	3.29			
Sticky Notes	2/10	2/10	6.99			
Velcro Strips	2/10	2/10	7.99			
Pens	2/10	2/10	8.98			
Big Laminating Paper	2/10	2/10	28.99			
Sm. Laminating Paper	2/10	2/10	25.98			
TOTAL			748.88	2,100.00	1,351.12	
Contractural				194,400.00		
GIS inventory				5,000.00		
Phase I's				39,900.00		
QAPP				5,000.00		

Sampling or Phase ii		39,900.00		
Quarterly Reporting		2,500.00		
Remedial Action Plann		40,000.00		
Public Outreach		10,000.00		
Total Grant	2,866.57	200,000.00	197,133.43	

QUARTER 1 - REVISION HIGHLIGHTED

City of Sandusky, Ohio
Report # 1

January 30, 2006

U.S. EPA Grant BF-96598801-0
Page #4 of 6

7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	17%
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3.1 Summary of Expenses by Category (Report period October 2005- December 2005)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,167.86	\$1,167.86
Supplies	\$2,000	\$0	643.9	643.9
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$0	\$1,167.86	\$1,167.86

5 1232.25 - 1232.25

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,414.45	\$1,414.45
Supplies	\$2,000	\$0		
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		

7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	17%
--	--	--	-----

3.1 Summary of Expenses by Category (Report period October 2005- December 2005)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,167.86	\$1,167.86
Supplies	\$2,000	\$0	64.39	64.39
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$0	\$1,167.86	\$1,167.86

~~51232.25~~ ~~\$1232.25~~

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,414.45	\$1,414.45
Supplies	\$2,000	\$0		
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		

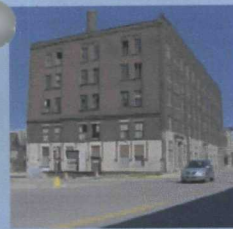
Revision for
1st quarterly
report highlighted

~~64.39~~
unintentionally
left out.
Sorry

U.S. EPA Brownfields Assessment Grant

Fact Sheet

"Creating opportunities for growth"



The City of Sandusky has received \$400,000 in grant awards from the U.S. EPA for the assessment of brownfields throughout the city. The second largest land use category in the Sandusky is vacant brownfields and undeveloped land. There are currently 55 acres of vacant industrial buildings, defined as brownfields, within city limits. Potential contamination of these properties is tying up potentially productive land and prolonging blight and disinvestment in the City's downtown area and neighborhoods. Sandusky will use the grant funds to inspect and remediate the City's brownfields in order to create market-ready sites for business and development to revitalize the City's neighborhoods and grow the local economy.

For additional information contact:

Angela Byington
Chief Planner

City of Sandusky
222 Meigs Street
Sandusky, OH 44870

PH: (419) 627-5973
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abyington@ci.sandusky.oh.us

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www.ci.sandusky.oh.us

What is a brownfield?

"...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence of potential presence of a hazardous substance, pollutant, or contaminant." Brownfield sites may also include sites contaminated by controlled substances or petroleum products or that are mine-scarred land.

What grants did Sandusky receive?

The City received two Brownfields Assessment Grants from U.S. EPA - \$200,000 for the assessment of sites with petroleum contaminants and \$200,000 for the assessment of sites with hazardous contaminants.

What will the grants be used for?

The grants may be used to assess, identify, characterize and plan cleanup activities at potentially contaminated sites. Specifically, Sandusky plans on completing the following:

- GIS Inventory and Site Prioritization
- 8-10 Phase I Site Investigations
- 2-4 Phase II Site Investigations
- 2-4 Remedial Planning & Design
- 4 Community Outreach Meetings

What are the City's overall goals?

- Work with property owners and partners to leverage additional funds & encourage redevelopment
- Conduct assessments and complete cleanup plans to redevelop properties
- Create opportunities for new businesses, jobs and growth in the City of Sandusky

Why should I partner with the City to do an assessment?

- Assessment can increase the marketability of your property
- Assessment required prior to lending institution approval
- Quantifies environmental risk for property value assessments
- Opportunities for additional cleanup funds at the state and federal level
- "All Appropriate Inquiry" for purchaser

How can my property participate?

- Site must pass U.S. EPA site eligibility criteria for brownfields
- Property owner must sign access agreement allowing the City's consultant to assess the site



Century-old ice house on First Street

What happens next? Key steps in the grant process

- City receives grant
- Contract with U.S. EPA
- Competitive procurement to select consultant
- Workplan / Quality Assurance Plans
- Selection of target sites / access agreements
- Site Eligibility Determinations
- First public meeting
- Phase I site investigations
- Phase II site investigations
- Risk assessments
- Remedial planning and design
- Plan for cleanup and redevelopment

October 1, 2005

September 30, 2007

What areas are eligible? How else can I participate?

The City may use the funding on any eligible site within City limits that meets the federal definition.

Areas currently targeted include:

- First Street
- Bayfront Corridor / Downtown
- Paper District

Sites will be prioritized based on five criteria: qualifying for funding, degree and type of contamination, ease of obtaining site control, preserving existing business, and public support.

Interested parties can stay up to date on Sandusky's brownfields efforts through several public participation opportunities:

- Attend future public meetings
- Check out the city website, which is updated quarterly
- Provide your comments to the City Planner

Contact information is provided in the sidebar at left.

April 5, 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: January – March 2006**

Dear Lois:

Enclosed please find the 2nd Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of January – March 2006.

Please contact me until April 14th at (419) 627-5973 if you have any questions or if any additional information is needed. After April 14th Jeff Rosekelly will be the contact and can be reached at 419-627-5830.

Sincerely,

Angela Byington

Angela Byington
Chief Planner
City of Sandusky

enclosures

cc: Karla M. Auker, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auker.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants
Assistance ID No.: BF-96598801-0
Report No. 2
April 5, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: January 1 – March 31, 2006

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. Contracts with both Malcolm Pirnie, our primary consultant, and Conestoga Rovers, our secondary consultant were signed in January 2006.

Task 2: Prioritize/Inventory Sites –Eligibility information was submitted on previous properties and sent to U.S. EPA. Malcolm Pirnie is currently completing additional site eligibility information for the Apex property on First Street. The City also completed its GIS Brownfields Database, a tool to help prioritize and inventory brownfield properties in the City, track the status of assessments and remedial planning and assist in redevelopment needs. A training on the GIS inventory tool was given to City employees on March 21.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – Malcolm Pirnie submitted the QAPP to U.S. EPA in February. A March 23 call Karla Auker indicated that U.S. EPA was still reviewing the QAPP. Conestoga Rovers will submit their QAPP shortly after Malcolm Pirnie's is approved. Malcolm Pirnie is providing theirs as a template to Conestoga Rovers at no charge. An Ohio VAP compliant Phase I assessment was completed on the Sandusky Cabinets and Mack Iron parcel in March. The City has completed a Phase II Clean Ohio Assistance Fund application for Phase II costs on this property and will submit the application to ODOD after a public meeting on the application March 28th. The cost of the application was paid for by the City funds. A Phase I is near completion on the Battery Park Marina property and will be finalized by end-April. The City would like to begin on a Phase I for the Apex property. Access agreements are being sought from the owners of Apex.

Task 4: Conduct Phase II Environmental Site Assessments – The consultants will commence this task after completion of the Phase I Environmental Assessments.

Task 5: Remedial Planning and Design – The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - The City held its first public meeting on February 7, 2006. Approximately 25 people were in attendance. A Fact Sheet was created in following to the meeting on the City's overall brownfield project and goals (attached). The presentation was placed on the City's website for future reference. Several property owners were in attendance at the public meeting and the City is currently working to procure access from potential eligibility properties where Phase Is may also occur.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA
The City will submit quarterly reports as required at the end of each fiscal quarter.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent comp
1. Select Environmental Consultant	December 2005	Completed December 2005	100%
2. Prioritize/Inventory Sites	March 2006	Completed March 2006	100%
3. QAPP, H&S Plans	February 2006	February 2006 submittal	75%
Phase I Environmental Site Assessments	Ongoing	March 2006 approval anticipated	15%
4. Phase I Environmental Assessments	Ongoing	Ongoing	0%
5. Remedial Planning and Design	Ongoing	Ongoing	0%
6. Community Outreach	First meeting planned late February	Ongoing	5%
7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	17%

3.1 Summary of Expenses by Category (Report period January 2006- March 2006)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,167.86	\$0	\$1,167.86
Supplies	\$2,000	\$1,064.39	\$0	\$1,064.39
Equipment	\$1,500	\$0	\$1,500	\$1,500
Contractual	\$194,500	\$0	\$19,000 ¹	\$19,000
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$2,232.25	\$20,500	\$22,732.25

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$1,414.45	\$0	\$1,414.45
Supplies	\$2,000	\$0	\$748.88	\$748.88
Equipment	\$1,500	\$0	\$703.24	\$703.24
Contractual	\$194,500	\$0	\$12,000 ²	\$12,000
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$1,414.45	\$13,452.12	\$14,886.57

¹ Includes Malcolm Pirnie Invoice No. 100056585 expenses (1/2 of QAPP preparation, site eligibility determination with USEPA and public meeting preparation and participation for a total of \$7,000), all of invoice number 100056584 expenses (\$7,600) for phase I and title work and Invoice No. 100056809 –GIS implementation, which half of the cost was \$5,00).

² Includes Invoice No. 100056585 expenses (1/2 of QAPP preparation, site eligibility determination with USEPA and public meeting presentation and participation for a total of \$7,000) and Invoice No. 100056089 – GIS implementation, which half of the cost was \$5,000.

Grant Administration Detailed Expenses During this Period

(see attachment A and B)

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

The City held its first public outreach meeting on the grant February 7, 2006. Approximately 40 people were in attendance and several property owners who are considering working with the City to conduct assessments were encouraged to participate. The City completed a GIS Brownfields Inventory Database this quarter to help identify brownfield properties and track the status of brownfield efforts from assessment through redevelopment. Two Phase I ESAs were completed on the Sandusky Cabinets and Mack Iron properties, and a third is underway at Battery Park Marine Services. Site eligibility information is being collected on the Apex property and the City is working to procure access on this property to begin a fourth Phase I. The QAPP was submitted to EPA mid-February and we hope to hear comments back soon. The City has also completed a Phase II Clean Ohio Assistance Fund Grant to help leverage additional Phase II funds on the Sandusky Cabinets Property. A Site Sampling Plan may be developed for Sandusky Cabinets in the next quarter.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	1
8-10 Phase I's	2
2-4 SAP's	0
2-4 RAP's	0
4 public meetings	1

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City

determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, and has completed a GIS inventory of all brownfields sites that will help to prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants. During this quarter a Clean Ohio Assistance Fund grant for Phase II costs at the Sandusky Cabinets property was completed. This grant will help to supplement the U.S. EPA grant for additional Phase II monies.

Contact:

Ms. Angela Byington, AICP
Chief Planner
222 Meigs Street
Sandusky, Ohio 44870
Email: abyington@ci.sandusky.oh.us
(419) 627-5973 telephone
(419) 627-5945 fax



Angela Byington
<atigges@ci.sandusky.oh.us
>

04/06/2006 07:47 AM

To

Subject Fwd: BF-96598801-0 Quarterly Report January -March 2006

----- Message from "Angela Byington" <atigges@ci.sandusky.oh.us> on Thu, 06 Apr 2006 08:43:33 -0400

To: <betka.lois@epa.gov>

cc: <auker.karla@epagov>

Subject: BF-96598801-0 Quarterly Report January -March 2006

Here is the electronic version. I am sending the hard copy by mail. With the hard copy I am also sending a detailed expenditure spreadsheet and a revised "summary of expenses" for the October -December 2005 quarterly report. I accidentally missed \$64.39 which should have been shown under supplies for a public notice fee.

Thank you.
Angie Byington



quarterly report #2.doc Header



Angela Byington
<atigges@ci.sandusky.oh.us
>

01/30/2006 09:41 AM

To

Subject Sandusky, Ohio Quarterly Report #1 - BF-96598801-0



anuary 27 2006.doc

January 2,7 2006

Lois Betka
Brownfields Program
USEPA REGION 5
77 West Jackson Boulevard
Mail Code: SM-5J
Chicago, IL 60604-3507
Sent via email: betka.lois@epa.gov

**RE: BF-96598801-0 City of Sandusky, Ohio Brownfield Assessment Grant
Quarterly Report for Period: October – December 2005**

Dear Lois:

Enclosed please find the 1st Quarter progress report for the City of Sandusky's Petroleum and Hazardous Substances Assessment Grants. The report is for the months of October – December, 2005.

We are excited to work with U.S. EPA on the brownfields project. Please contact me at (419) 627-5973 if you have any questions or if any additional information is needed.

Sincerely,
Angela Byington

Angela Byington
Chief Planner
City of Sandusky

enclosures

cc: Karla M. Auker, U.S. EPA
Brownfields Project Manager
25089 Center Ridge Road
Westlake, Ohio 44145
Sent via email: auker.karla@epagov

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

Project Title: FY 2005 – City of Sandusky, Ohio Community-Wide Petroleum and
Community-Wide Brownfield Assessment Grants

Assistance ID No.: BF-96598801-0

Report No. 1

January 30, 2006

Modifications to the Work Plan: No modifications.

Status of Activities Reporting Period: October 1, 2005 – December 31, 2006

The City signed its cooperative agreement with U.S. EPA on September 23, 2005.

Task 1: Engage an Environmental Consultant. The City conducted the competitive procurement to hire a primary and secondary consultant in November. A legal notice was published on October 3rd in the Sandusky Register, sent to previous consultants utilized by the City, and posted on the City's website. Overall, 22 requests for qualifications were received from environmental consultants during the bid opening held November 8, 2005. A selection committee consisting of staff from the City Manager's office, planning and engineering departments short-listed 6 firms and conducted interviews during the last week of December. Upon review of the proposals, the City selected Malcolm Pirnie, Inc. as its primary consultant and Conestoga Rovers as its secondary consultant. A draft contract to engage each firm is currently pending review from both parties.

Task 2: Prioritize/Inventory Sites – The City and Malcolm Pirnie, Inc. met on January 17, 2006 to hold a kick off meeting, review the City's preliminary inventory of sites, and seek a technical proposal for a GIS Inventory of sites for use by the City. The proposal is anticipated January 30. A telephone conference with Karla Auker from U.S. EPA on January 26, 2006 reviewed site eligibility requirements for the City's key targeted sites for Phase I assessments. Eligibility information is being developed for submittal on Sandusky Cabinets, Hoty / Sunrise Marina, Battery Park and the former Sandusky Ice House Parcels. Pending eligibility, Phase I ESAs will commence.

Task 3: Prepare Quality Assurance Program Plan (QAPP), Site-Specific Health & Safety Plans, and Phase I Environmental Assessments – The pre-QAPP call was held January 24, 2006. Included on the call were Jan Pels and Karla Auker from U.S. EPA; Angela Byington from the City, Betsy Bowe, Aaron Neal and Heather Dardinger from Malcolm Pirnie and Andrew LaVine from Conestoga Rovers. Malcolm Pirnie plans to submit the QAPP to U.S. EPA by mid-February 2006, within 30 days of the pre-QAPP call. Conestoga Rovers will submit their QAPP shortly after Malcolm Pirnie's is approved as Malcolm Pirnie is providing theirs as a template to Conestoga Rovers at no charge. Phase I Environmental assessments will commence after eligibility criteria are reviewed and sent to U.S. EPA. Access agreements are being sought from several

property owners.

Task 4: Conduct Phase II Environmental Site Assessments – The consultants will commence this task after completion of the Phase I Environmental Assessments.

Task 5: Remedial Planning and Design – The consultants will commence this task after the completion of Phase II Environmental Site Assessments.

Task 6: Community Outreach - The City has scheduled its first public outreach meeting on February 7, 2006. A display add was placed in the Sandusky Register on January 23rd inviting the public to attend. Over 100 residents were also notified of the public meeting by mail and encouraged to attend. The goal of the meeting will be to encourage property owners to participate and provide an opportunity to share the City's goals with the community. The City is currently preparing the handout materials and planning for the presentation.

Task 7: Quarterly Reporting and Annual Financial Reporting to U.S. EPA
The City will submit quarterly reports as required at the end of each fiscal quarter.

Problems Encountered/Assistance Needed – The scope of work is proceeding. There are no problems encountered to date.

Deliverables/Work Products

2.1 Schedule/percent completed

Task	Scheduled completion	Anticipated completion	Percent comp
1. Select Environmental Consultant	December 2005	Completed December 2005	100%
2. Prioritize/Inventory Sites	March 2006	March 2006	0%
3. QAPP, H&S Plans Phase I Environmental Site Assessments	February 2006	February 2006 submittal March 2006 approval	50%
	Ongoing	Ongoing	0%
4. Phase II Environmental Assessments	Ongoing	Ongoing	0%
5. Remedial Planning and Design	Ongoing	Ongoing	0%
6. Community Outreach	First meeting planned late February	Ongoing	5%

7. Quarterly Reports and Annual Financial Report	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30 and annually	17%
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3.1 Summary of Expenses by Category (Report period October 2005- December 2005)

Petroleum Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,167.86	\$1,167.86
Supplies	\$2,000	\$0		
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		
Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$0	\$1,167.86	\$1,167.86

Hazardous Assessment Budget				
Budget Category	Budgeted Amount	Previous Expense	Quarter Expense	Cumulative Expense
Personnel	\$0	\$0	\$0	\$0
Travel	\$2,000	\$0	\$1,414.45	\$1,414.45
Supplies	\$2,000	\$0		
Equipment	\$1,500	\$0		
Contractual	\$194,500	\$0		

Other (Printing and Postage)	\$0	\$0		
Total Expenses	\$200,000	\$0	\$1,414.45	\$1,414.45

Grant Administration Detailed Expenses During this Period

City of Sandusky

Angie Byington attended EPA Brownfield Grant Administration Workshop – Chicago (Hazardous \$)

Air	\$116.90
Mileage to and from airport	\$47.79
Meals (2 days at \$35 a day)	\$57.14
Hotel (1 night)	\$119.00

Angie Byington to Denver National Brownfields Conference (Hazardous \$)

Mileage to and from airport	\$44.62
Meals (4 days at 35 a day)	\$67.54
Hotel (3 nights)	\$628.06
Airfare	\$333.40

Gary Packan to Denver National Brownfields Conference (Petroleum \$)

Mileage to and from airport	\$52.06
Meals (4 at \$35 a day)	\$89.46
Parking and car rental	\$100.78
Airfare	\$353.40
Hotel	\$572.16
Total Expenses for quarter #1	\$2,582.31

Brownfields Program Measures of Success

4.1 Measures of Success-Grant Program Indicators

The project has just started. The City conducted the competitive procurement process to select an environmental consultant and selected Malcolm Pirnie, Inc and Conestoga Rovers. Plans are underway for the City's first public outreach meeting, to be held February 7, to encourage participation from property owners and provide

educational outreach to the community about the goals of the brownfields program. The City has begun to identify properties that it would like to assess and will complete the eligibility information for submittal. A Pre-QAPP call was held on January 24 and a draft QAPP is anticipated for submittal to U.S. EPA in mid-February.

<u>Proposed</u>	<u>Complete</u>
2 QAPP's	0
8-10 Phase I's	0
2-4 SAP's	0
2-4 RAP's	0
4 public meetings	0

5.1 Qualitative Indicators of Success

Sandusky will use U.S. EPA funds to conduct Phase I and II environmental assessments, remedial planning and design and community outreach at brownfield properties that are currently underutilized and abandoned. Funds will help the City determine potential risks to human health and the environment, and plan for cleanup to eliminate these risks and promote sustainable redevelopment. The City has already identified several potential candidate sites, will complete a GIS inventory of all brownfields sites and prioritize them in order to maximize the community impact of this grant. The City intends to use these funds as "seed money" for leveraging additional brownfields grants for assessment, remediation and acquisition opportunities provided by the State of Ohio's Clean Ohio Fund and other federal cleanup grants.

Contact:
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Chief Planner
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Sandusky, Ohio 44870
Email: abyington@ci.sandusky.oh.us
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